



EMPLOYMENT OPPORTUNITIES NEWSLETTER

March 2013



OFFICE OF COUNCILMAN
R. DANIEL LAVELLE

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- Allegheny West
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www.city.pittsburgh.pa.us/District6
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CITY OPPORTUNITIES

- **Chief, Bureau of Building Inspection**– Plans, manages, directs, and coordinates a staff of employees in the interpretation and enforcement of BOCA codes, Zoning Ordinances, Land Operations and all related Codes. Also proposes Building Code revisions, and secures bids and contracts for the purpose of demolition. To apply, please contact the City Jobline at 412-255-2388.
- **Police Officer** – The Bureau of Police is currently recruiting for police officers. Applicants must become residents of the City of Pittsburgh prior to employment and remain residents once employed. Applicants must have completed. Please visit www.PGHJobs.net or contact the City Jobline at 412-255-2388 for more information on qualifications, examinations and completing the application.
- **Lifeguards (Temporary)** – Rescues swimmers in distress and administers artificial respiration, cardio-pulmonary resuscitation (CPR) and/or automated external defibrillator (AED) as required. Extra duties are maintaining order among patrons and enforce pool rules and regulations. To apply, please contact the City Jobline at 412-255-2388.
- **Senior Planner (Transportation)** – Assists the Principal Transportation Planner and other relevant City staff with planning the City’s transportation program to enhance access and improve safety . To apply, please contact the City Jobline at 412-255-2388.
- **Editor/Videographer** – Operates studio and field cameras, microphones, audio and video switchers, multi-input audio mixer, character generator, video editing system, digital effect system, satellite receivers, duplication station, players and recorders of various media formats. Edits television videotape using linear and non-linear editing systems. To apply, please contact the City Jobline at 412-255-2388
- **Project Architect**– Supervises the planning for the design and construction management of complex multi-disciplined Capital projects in various areas including parks, swimming pools, recreation centers, public safety facilities. To apply, please contact Jobline 412-255-2388.
- **City Refuse Collection Driver** — Drives a solid waste truck, collects refuse and empties containers on designated City routes. This position is open to current city of Pittsburgh residents only. To apply, please contact Jobline 412-255-2388.



INSTITUTIONAL OPPORTUNITIES

- **Stationary Engineer (Point Park University)** - Responsible for the daily operation, preventative maintenance, predicative maintenance, reactive maintenance, and repairs to a multiple building, higher education complex's HVAC/R, mechanical Systems, plumbing, electrical, roofs, windows, and all other building systems and components. To apply, please send your resume to HROffice@pointpark.edu.
- **Driver, Part-Time (Point Park University)** - Responsible for the transportation of students, faculty and staff to the Pittsburgh Playhouse, Film Makers and other locations in a safe and customer-service oriented manner. The driver must have the ability and required qualifications to drive any and all of the University Fleet Vehicles which include 24/25 passenger, truck and others To apply, please send your resume to HROffice@pointpark.edu.
- **Box Office Assistant (Point Park University)** — Assist with processing functions and administrative details related to Box Office operations and ticketing services. To apply, please send your resume to HROffice@pointpark.edu.
- **Office Assistant II (Duquesne University)** — This position requires advanced clerical skills including attention to details, maintenance of confidentiality, resourcefulness, and effective interpersonal skills. The successful candidate must have experience and advanced knowledge in the use of Microsoft Office Suite, especially Excel and Word. To apply, please send your resume to careers@duq.edu.
- **Office Assistant (Carlow University)** — Candidate will provide administrative support to the Disabilities Services Representative, the Director of Athletics, and the Offices of Career Development and Campus Life by providing effective and efficient office functions and day-to-day operations as needed. They will manage student requests and records, proctor tests, schedule meetings, prepare letters and expense reports, make travel arrangements, and enter information into databases, among other administrative and clerical tasks. Send cover letter and resume to HR1@carlow.edu.
- **Assistant Professor, Early Childhood Education (Carlow University)** — Teaches at the undergraduate and graduate levels, mentor and supervise student teachers, supervise graduate research in early childhood education, review and update course outlines, text selection and syllabi, and attend professional developmental meetings and participate in professional development activities. To apply, send CV and resumes to HR1@carlow.edu.
- **Administrative Assistant (Carlow University)** — Candidate will provide complex administrative support to the office of the School of Nursing (SON) Dean and to the SON Program Directors and faculty. Work requires comprehensive knowledge of the institution and programs where assigned; skill in working with issues related to policy, procedures, and confidential matters; and involves considerable participation in the work of the school and programs. Send cover letter and resume to HR5@carlow.edu.
- **Administrative Assistant (University of Pittsburgh)** — This position provides high level administrative and secretarial functions to the Director of the Asthma Institute and associated physicians. Candidate must be knowledgeable in grant submission processes, able to manage databases, orders supplies, transcribes dictations, prepares disbursements, trains/supervise students, tracks physician discretionary accounts, assists with manuscript preparation, managing reference libraries, typing of university forms, and printing and mailing patient consulting letters. To apply, please go to www.pittsource.com.

FOUND EMPLOYMENT OPPORTUNITIES

- **Assistant Manager (Port Authority)** - Port Authority is seeking an experienced Assistant Manager of the Main Shop to be responsible for assisting the Manager of the Main Shop in planning, directing and coordinating all transmission, engine, component rebuild, body and paint repair programs, Vehicle Overhaul, activities and work functions for Port Authority's bus fleet. Interested candidates should forward a cover letter (with salary requirements) and resume to Robyn Taylor by email at RTaylor@portauthority.org.
- **Professional Services Contract Specialist (Port Authority)**- Port Authority is seeking an experienced Professional Services Contract Specialist to actively participate in the development of Requests for Proposals (RFP), implementation of the acquisition process to secure professional service agreements, construction solicitations and providing contract administration support for such agreements, coordinates the development of procurement policies and procedures for professional service agreements. Interested candidates should forward a cover letter (with salary requirements) and resume to Janet Brunner at JBrunner@portauthority.org.
- **Dentist (Allegheny Correctional Health Services, Inc.)**- Candidates with experience with extractions preferred. Must be licensed and have at least 3 years experience. ACHS, Inc. has a strict non-smoking work environment. Submit resume to ACHS, Inc. 3333 Forbes Ave., Pittsburgh, PA 15213 or email tocsimonette@achd.net.
- **Administrative Coordinator (Novus Staffing Solutions)**— Candidates should be able to perform general clerical functions, including data entry, filing, and utilizing Microsoft Office Suite programs. Qualified candidates will possess excellent communication and organizational skills with the ability work independently. Interested candidates should apply through www.novusstaffing.jobs.

EMPLOYMENT EVENTS & RESOURCES

- **CCAC-Allegheny Campus Spring 2013 Job Fair | Wednesday, March 20, 2013 from 9:30 am - 1:30 pm** — Job fair will take place at the Forester Student Service Center, 2nd Floor, Pittsburgh, PA 15212. This free event is open to the public. For more information, contact Job Placement and Career Services, CCAC–Allegheny Campus at 412-237-2545.
- **Pittsburgh Career Fair | Thursday, March 21, 2013 from 11:00 am—2:00 pm**— This recruitment event will take place Clarion Hotel and Conference Center, 401 Holiday Drive, Pittsburgh, PA 15220. Register at www.nationalcareerfairs.com.
- **PA Women Work Career Conference | Saturday, April 6, 2013 from 8:00 am— 2:30 pm** — This job fair will take place at PNC Firstside Center, 500 First Avenue. Go to www.pawomenwork.org/events/career-conference to register or contact Donna Fogle at 412-391-5104 for more information.
- **Annual Pittsburgh NAACP Diversity Job Fair | Tuesday, April 23, 2013 from 10:00 am— 3:00 pm**— This job fair will be held at the Marriott City Center at 112 Washington Place, Pittsburgh, PA.

Office of City Councilman
R. Daniel Lavelle
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DISTRICT 6 “JobStart” RESOURCE/EMPLOYMENT FAIR

Councilman Lavelle will be hosting another job fair event set for this spring.

Please be on the lookout for upcoming information about our Pittsburgh ‘JobStart’ Resource Fair. The event will feature various social service providers, employers, and community stakeholders.

Please contact Bernelle Wood at 412-255-2134 for more information on the event and to find out how to participate as a participant organization or sponsor of the event. There is no cost to participate as an employment/resource organization, although space and tables are limited. Contact us today!

EMPLOYMENT OPPORTUNITIES– COUNTY

- **Workflow Coordinator**— Under the supervision of the Assistant Operations Manager, the Workflow Coordinator is primarily responsible for coordinating and assigning the workflow of staff of the sub-divisions of Appeals and Project Support. To apply, please go to www.alleghenycounty.us/jobs or contact the Department of Human Resources at 412-350-6830.
- **Legislative Acts Coordinator**— This position reports to the Legislative Acts Administrator and coordinates the Office of Property Assessment (OPA) functions related to processing tax abatement programs, and provides intermediate level administrative support to the Administrator. The Legislative Acts Coordinator also serves as the liaison between OPA and all applicable taxing jurisdictions regarding valuation changes and other County departments. To apply, please go to www.alleghenycounty.us/jobs or contact the Department of Human Resources at 412-350-6830.
- **Administrative Assistant** - Performs secretarial and administrative tasks for the Assistant Director, Development. To apply, please go to www.alleghenycounty.us/jobs or contact the Department of Human Resources at 412-350-6830.
- **Building Guard**– Provides security for county buildings and property, to include buildings, grounds, and parking areas; assures that areas are locked or unlocked as appropriate. To apply, please go to www.alleghenycounty.us/jobs or contact the Department of Human Resources at 412-350-6830.
- **Dental Assistant** — This is routine para-professional work in assisting a dentist in the care of patients and in related dental clinic work. An employee in this class is responsible for assisting in a dental clinic by keeping records, managing housekeeping details and performing minor dental laboratory tasks which can be learned through experience on the job. To apply, please go to www.achd.net/hr or call the Allegheny Health Department at 412-578-8016.