

Employment Opportunities

DISTRICT 6 - PITTSBURGH, PA

VOLUME II, EDITION XVIII

PITTSBURGH, PA

PROUDLY SERVING: MANCHESTER, CALIFORNIA-KIRKBRIDE, PERRY HILLTOP, CENTRAL NORTHSIDE, UPTOWN, MEXICAN WAR STREETS, NORTH SHORE, HILL DISTRICT, CENTRAL BUSINESS DISTRICT, PARTS OF OAKLAND, PARTS OF THE STRIP DISTRICT AND ALLEGHENY WEST COMMUNITIES

CITY OF
PITTSBURGH

DISTRICT 6

OFFICE OF
COUNCILMAN

R. DANIEL

LAVELLE

414 GRANT
STREET

PITTSBURGH
PA

15219

Greetings,

Thank you for keeping up with our monthly employment newsletter. I hope you find this to be a valuable tool in your search for a job. A healthy community is an employed community. As Councilman to the 6th District of the City of Pittsburgh, I will continue to inform my constituency of new opportunities.



- R. Daniel Lavelle

- City Employment Listings -

DISTRICT 6

PLEASE JOIN
OUR DISTRICT
6 EMAIL LIST:

LOG ON TO:

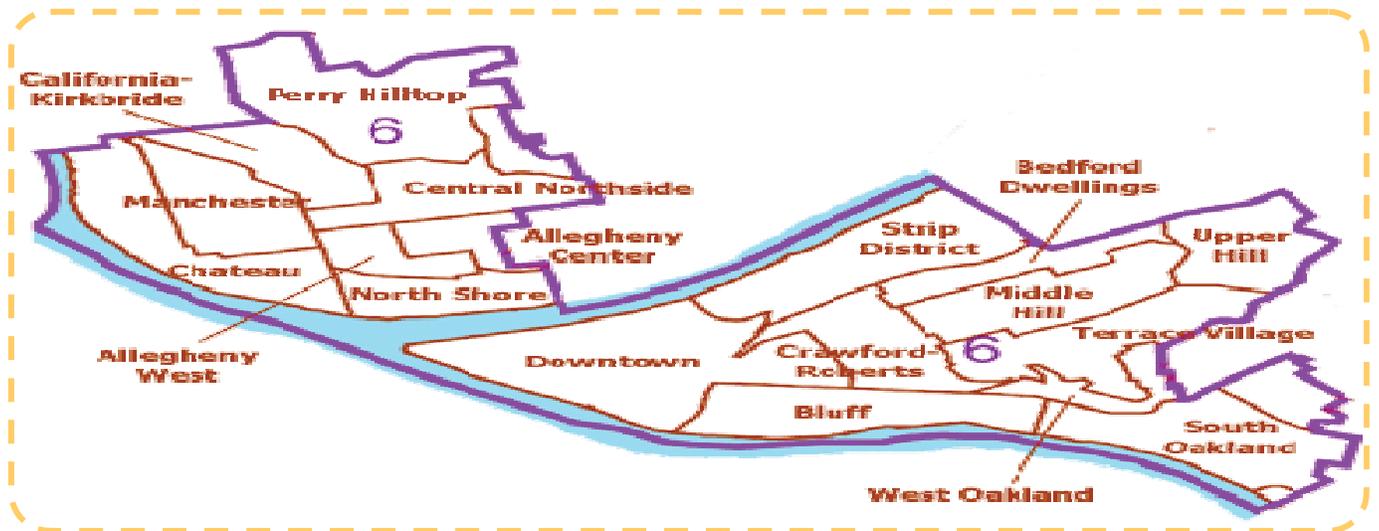
HTTP://
WWW.CITY.
PITTSBURGH.
PA.US/DISTRICT6

- **Webmaster**
Oversees the general management of the official City of Pittsburgh internet and intranet websites; performs professional web development work. Oversees the writing of website text; writes and codes sites. *(To apply, please see page 2)*
- **Police Officer**
To apply, applicant must be over the age of 18 and a citizen of the United States of America. The filing deadline is October 14, 2011, you can pick up an application packet at various locations in the City of Pittsburgh. *(To apply, please see page 2)*
- **Database Administrator**
Evaluates complex software packages for all hardware platforms using various established CIS standards to meet user needs. Coordinates City of Pittsburgh CIS systems. *(To apply, please see page 2)*

- City Employment Listings -



- **Chief - Bureau of Building Inspection**
The Chief of BBI must supervise authorized personnel related to the interpretation and enforcement of BOCA Codes, Zoning Ordinances and Land
 - **Intern (Dept. of Human Resources)**
Assists with the major functions of the department, including event planning and assisting with recruitment. Must have knowledge of various Microsoft Office products.
 - **Project Chief**
Supervises and directs the work of all Bureau of Building Inspection
 - **Recreation Leader (CitiParks)** Must be able to plan, implement and evaluate various approved activities at designated senior community centers in the City of Pittsburgh.
- Ordinances related to the Bureau of Building Inspection. *(To apply, please see page 2)*
- inspectors assigned to their district, by making assignments, reviewing inspection notices, and work write-ups. Meets with city residents, individually or in groups, to apprise them of relevant building violations and appropriate corrections, etc.
- “The only way of finding the limits of possible is by going beyond them into the impossible”*
- Arthur C. Clarke
- **For more information on city employment opportunities, please call the City of Pittsburgh at 412.255.2388 or visit our employment website at: <http://www.city.pittsburgh.pa.us/employmentcenter>**



- Found Employment Opportunities -



- Quality Assurance Contract Specialist (Port Authority of Allegheny County)**
 Port Authority is seeking an experienced Quality Assurance Contract Specialist to measure and monitor performance of all materials and vendor activities. As well as ensuring quality and top performance in meeting Port Authority maintenance and operating efficiencies consistent with adopted Port Authority of Allegheny County guidelines. Interested candidates should forward a cover letter (with salary requirements) and resume to Michelle Ramsey, Employee Department, 345 Sixth Avenue, 3rd Floor, Pittsburgh, PA 15222.

- Customer Service**
 Various customer service and telesales positions available at Full Service Network located in the U.S. Steel Building. There are a small number of part-time and full-time positions available with paid training. To apply, please contact 412-248-9615.

- Residential Advisor**
 ACHIEVA, a renowned leader in the field of disability assistance seeks individuals for a full-time position as a Residential Advisor. Assists adults with disabilities with their living skills. Go to www.achieva.info for details.

LOCAL RESOURCES
Please see the below links for information on new jobs and careers!

- <http://www.pgh-job-index.com>
- <http://careers.pghtech.org>
- <http://workpittsburgh.com>
- <http://deweykaye.com/jobswatch>
- <http://youthlinkpittsburgh.com>
- <http://www.indeed.com>
- <http://www.pittsburghjobs.com>

- 2011 Postal Jobs**
 Federal positions available with the United States Postal Service. Pay ranges from \$13.00-\$32.50+/hr including full benefits. For more hiring information, please contact 1-866-477-4959 ext. 204.
- Brick Layer**
 To apply for this position, you must have a minimum of 5 years experience in brick laying and/or restoration work. Must have your own tools and transportation. Contact 724-652-3400 for more info.

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<http://www.city.pittsburgh.pa.us/District6>

<http://facebook.com/LavelleDistrict6>

<http://twitter.com/RDLavelle>

Thank you for your attention in reviewing our August Employment Newsletter. We are always looking for innovative ways to better serve our diverse constituents in District 6. If you know of any sustainable and available job openings, please contact Harry Johnson at 412.255.2134.

- **Financial Aid Counselor**
(Carlow University)

The Financial Aid Office at Carlow University is seeking an Undergraduate Financial Aid Counselor. This position requires exceptional prioritization and organizational skills, will be responsible for packaging financial aid for students, both traditional and adult. Must perform various verification processes using federal tax returns and verification worksheets. The candidate must demonstrate and reflect a thorough understanding of the mission and core values of the University and the Sisters of Mercy. Please send your resume and cover letter to HR5@carlow.edu.

- **Charitable Relationship Manager**
(University of Pittsburgh)

This position is a major gift officer position in the Office of Institutional Advancement. Responsibilities are limited to fund-raising at the \$100,000+ level from alumni. Please contact www.pittsource.com for more information.

- **Research Engineer**
(Carnegie Mellon University)

Carnegie Mellon University position to review state of climate and energy research literature and perform literature reviews. Send your resume to Department Head, Department of Engineering and Public Policy, 129 Baker Hall, 5000 Forbes Avenue, Pittsburgh, PA, 15213 if interested.

- **Admissions Counselor**
(Point Park University)

Responsible for conducting research and student recruitment activities, interview and counsel prospective students, as well as representing Point Park University at college fairs, etc. Send your resume to HRoffice@pointpark.edu if interested.

- **Academic Communication Specialist**

Performs special communication projects for Point Park University and works in collaboration with various academic schools. Please send your resume and cover letter to HRoffice@pointpark.edu for more information.