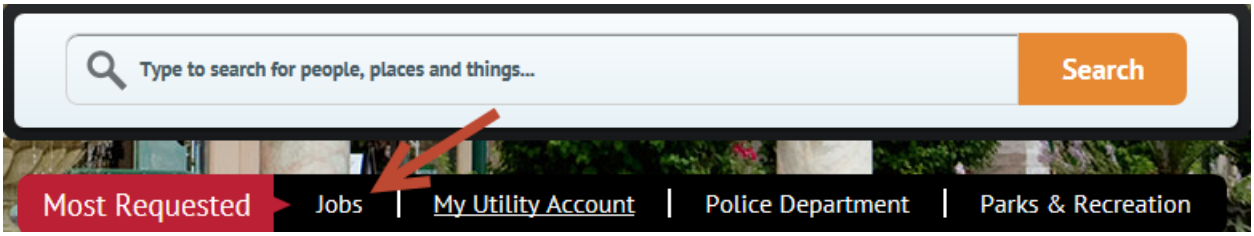
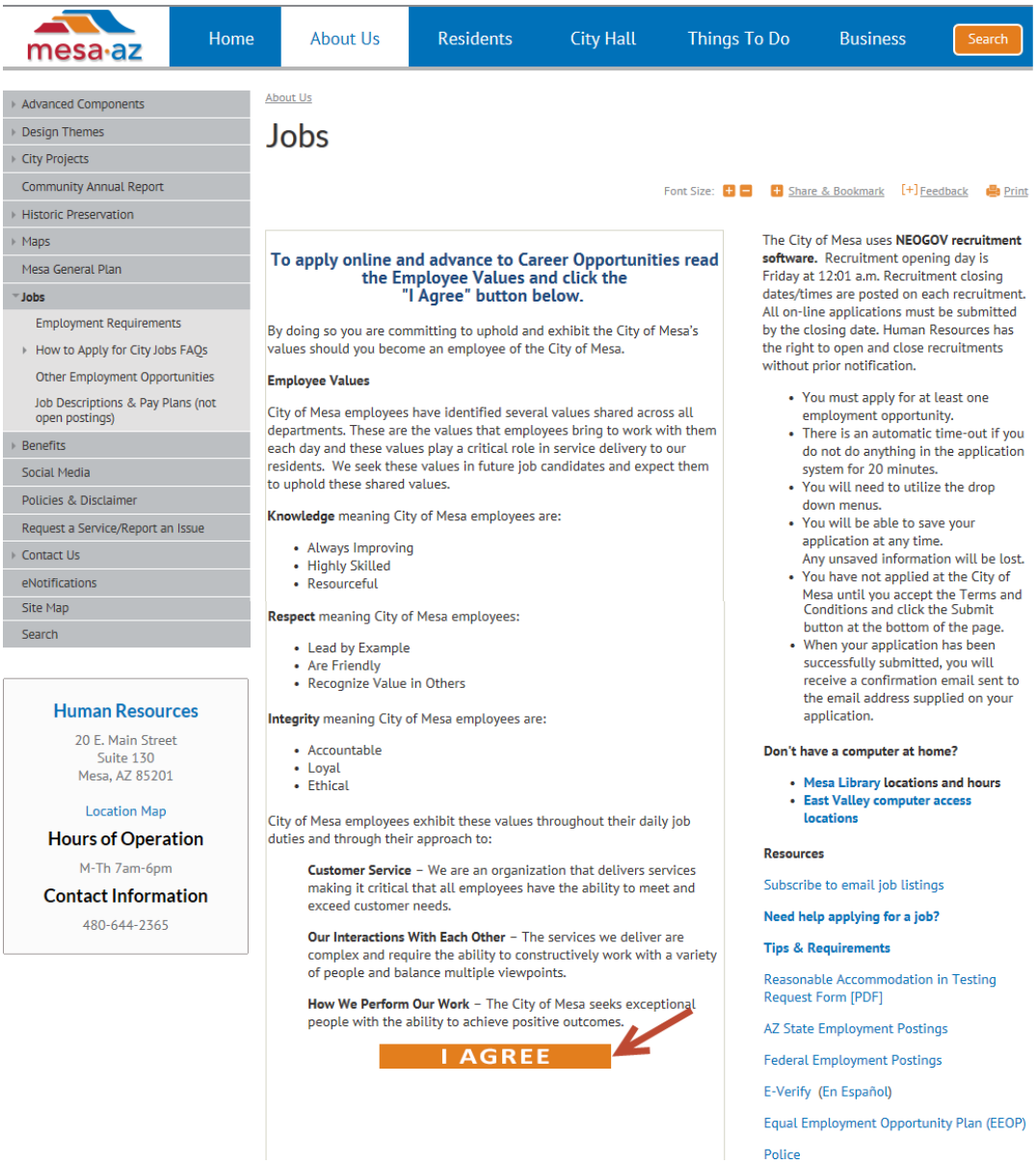
APPLYING FOR A CITY OF MESA JOB

1. Go to the City of Mesa website www.mesaaz.gov

2. Click the word JOBS on the title bar under the search field.



3. Read the Employee Values and click the "I Agree" button at the bottom of the page to continue to the open job postings.



4. Scroll to the bottom of the Career Opportunities page and click the job title of interest.

Career Opportunities

Tuesday, March 10, 2015

powered by NEOGOV

For technical difficulties between the hours of 7 a.m. - 6 p.m. Monday - Thursday please call the City of Mesa Human Resources Office at 480-644-2758 or e-mail jobs.info@mesaaz.gov.

Application Information:

- New users must create an account and select a Username and Password.
- Click the job title you are interested in and then click APPLY
- After you are signed in or create your account, you will be in the application
- Follow the steps listed on the left navigation
- To submit your application, click REVIEW and SUBMIT
- The system will confirm receipt of your application in an email to you
- Applications can be saved and used to apply for other job openings.
- ***You may attach/upload your resume but do not type your resume in the text resume field. You can add an attachment of your resume in the attachments section of the application.***
- Applications must be received online by midnight on the closing date of the job posting to be considered. The Human Resources Office reserves the right to close positions without prior notification.
- Application information will be verified through the pre-employment process if you are extended a conditional offer of employment. Verification of information provided on your application includes submitting your fingerprints to state and federal law enforcement agencies (DPS and FBI) and requesting a five year driving record from the Motor Vehicle Division (MVD)
- Falsification of application information and/or failure to list any criminal convictions since your 18th birthday and/or traffic violation convictions within the last 5 years may result in disqualification or dismissal from employment.
- Applicants must provide a valid email address on the application and select the 'Notify via email' box. All applicants will be notified of their status by email. The most qualified applicants may be selected for an interview and/or additional testing.
- If you are invited to a testing process and might require reasonable accommodation to participate, please advise Human Resources at the time you are contacted
- Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted. Some fields on the application have been masked for EEO compliance.
  Where driving is a job requirement of the position the City of Mesa will not consider you for employment if you have any existing Ignition Interlock Device (IID) requirement through the Motor Vehicle Division.

Search Criteria

All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes. To reset the search criteria, click 'Clear Search' at the bottom of this box.

Select Category		Select All Categories / Clear All Categories
☑ Accounting and Finance (1)	☑ Administration (1)	☑ Airports (1)
☑ Arts (1)	☑ Court Administration (1)	☑ Executive Management (1)
☑ Fire & EMS (1)	☑ Fleet Services (1)	☑ Human Services (1)
☑ IT and Computers (3)	☑ Management (1)	☑ Office and Administrative Support (1)
☑ Parks and Recreation (10)	☑ Public Safety (7)	☑ Sanitation (1)
☑ Utilities (3)	☑ Wastewater (3)	☑ Water Treatment (1)

Search

Enter keywords (optional): Explain this

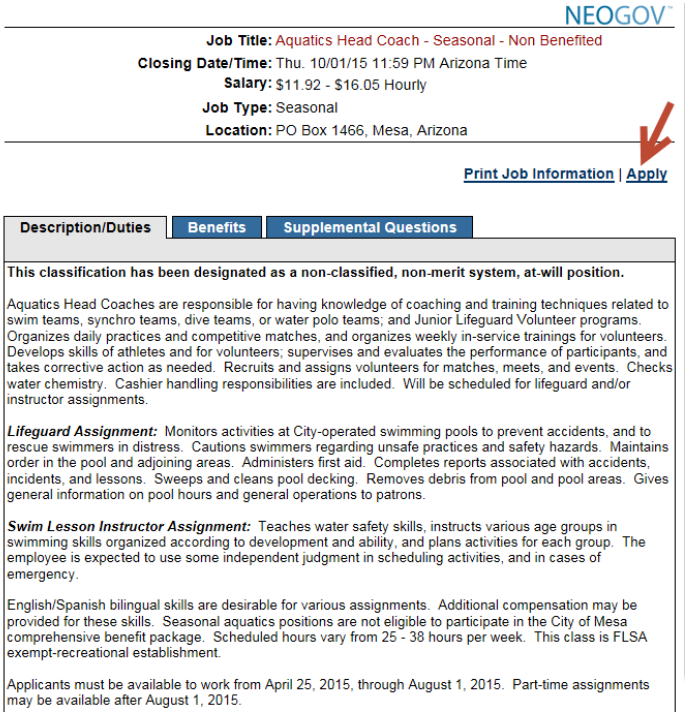
Go or Clear Search

Print this page

27 records found.
Page # 1 of 2 go

Position	Emp. Type	Salary	Closing Date
Aquatics Head Coach - Seasonal - Non Ben...	Seasonal	$11.92 - $16.05 Hourly	10/01/15
Assistant Pool Manager - Seasonal - Non...	Seasonal	$13.14 - $17.96 Hourly	10/01/15
City Clerk Assistant	Full Time	$42,411.20 - $57,075.20 Annually	Continuous
CJIS (Criminal Justice Information Syste...	Full Time	$76,169.60 - $102,523.20 Annually	Continuous
Community Revitalization Specialist - Gr...	Full Time	$44,532.80 - $59,945.60 Annually	
Electrical Controls Specialist - Process...	Full Time	$54,121.60 - $72,862.40 Annually	Continuous

5. Review the Description/Duties and if qualified and you wish to apply for the opening, click “Apply” to complete the online application process.



NEOGOV

Job Title: Aquatics Head Coach - Seasonal - Non Benefited
Closing Date/Time: Thu. 10/01/15 11:59 PM Arizona Time
Salary: $11.92 - $16.05 Hourly
Job Type: Seasonal
Location: PO Box 1466, Mesa, Arizona

Print Job Information | Apply

Description/Duties | Benefits | Supplemental Questions

This classification has been designated as a non-classified, non-merit system, at-will position.

Aquatics Head Coaches are responsible for having knowledge of coaching and training techniques related to swim teams, synchro teams, dive teams, or water polo teams; and Junior Lifeguard Volunteer programs. Organizes daily practices and competitive matches, and organizes weekly in-service trainings for volunteers. Develops skills of athletes and for volunteers; supervises and evaluates the performance of participants, and takes corrective action as needed. Recruits and assigns volunteers for matches, meets, and events. Checks water chemistry. Cashier handling responsibilities are included. Will be scheduled for lifeguard and/or instructor assignments.

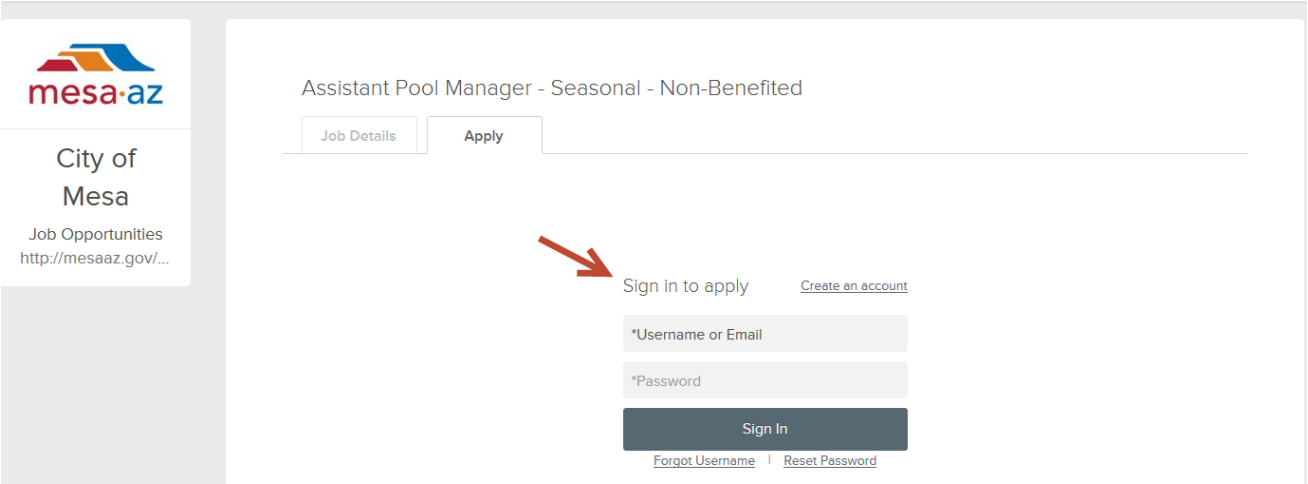
Lifeguard Assignment: Monitors activities at City-operated swimming pools to prevent accidents, and to rescue swimmers in distress. Cautions swimmers regarding unsafe practices and safety hazards. Maintains order in the pool and adjoining areas. Administers first aid. Completes reports associated with accidents, incidents, and lessons. Sweeps and cleans pool decking. Removes debris from pool and pool areas. Gives general information on pool hours and general operations to patrons.

Swim Lesson Instructor Assignment: Teaches water safety skills, instructs various age groups in swimming skills organized according to development and ability, and plans activities for each group. The employee is expected to use some independent judgment in scheduling activities, and in cases of emergency.

English/Spanish bilingual skills are desirable for various assignments. Additional compensation may be provided for these skills. Seasonal aquatics positions are not eligible to participate in the City of Mesa comprehensive benefit package. Scheduled hours vary from 25 - 38 hours per week. This class is FLSA exempt-recreational establishment.

Applicants must be available to work from April 25, 2015, through August 1, 2015. Part-time assignments may be available after August 1, 2015.

6. If you have a NEOGOV account, sign in to apply. OR
If you have not created a NEOGOV account, select “Create an account.”



mesa·az

City of Mesa

Job Opportunities
http://mesaaz.gov/...

Assistant Pool Manager - Seasonal - Non-Benefited

Job Details | Apply

Sign in to apply | Create an account

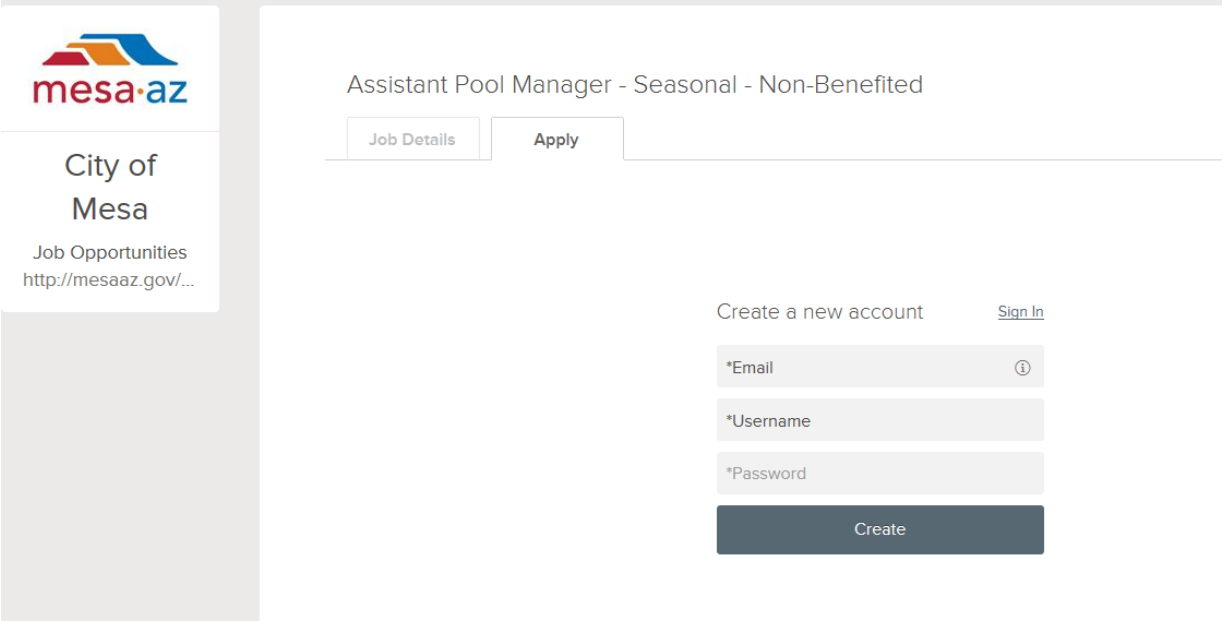
*Username or Email

*Password

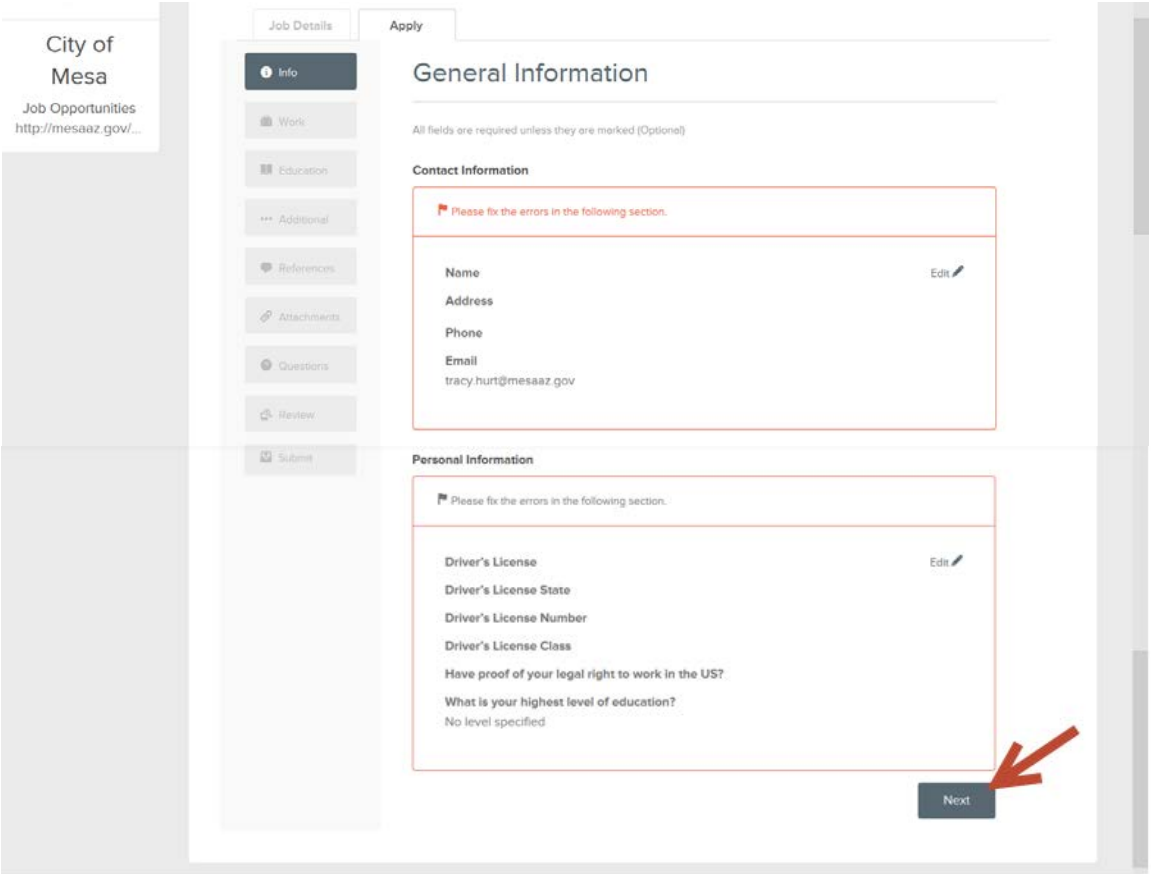
Sign In

Forgot Username | Reset Password

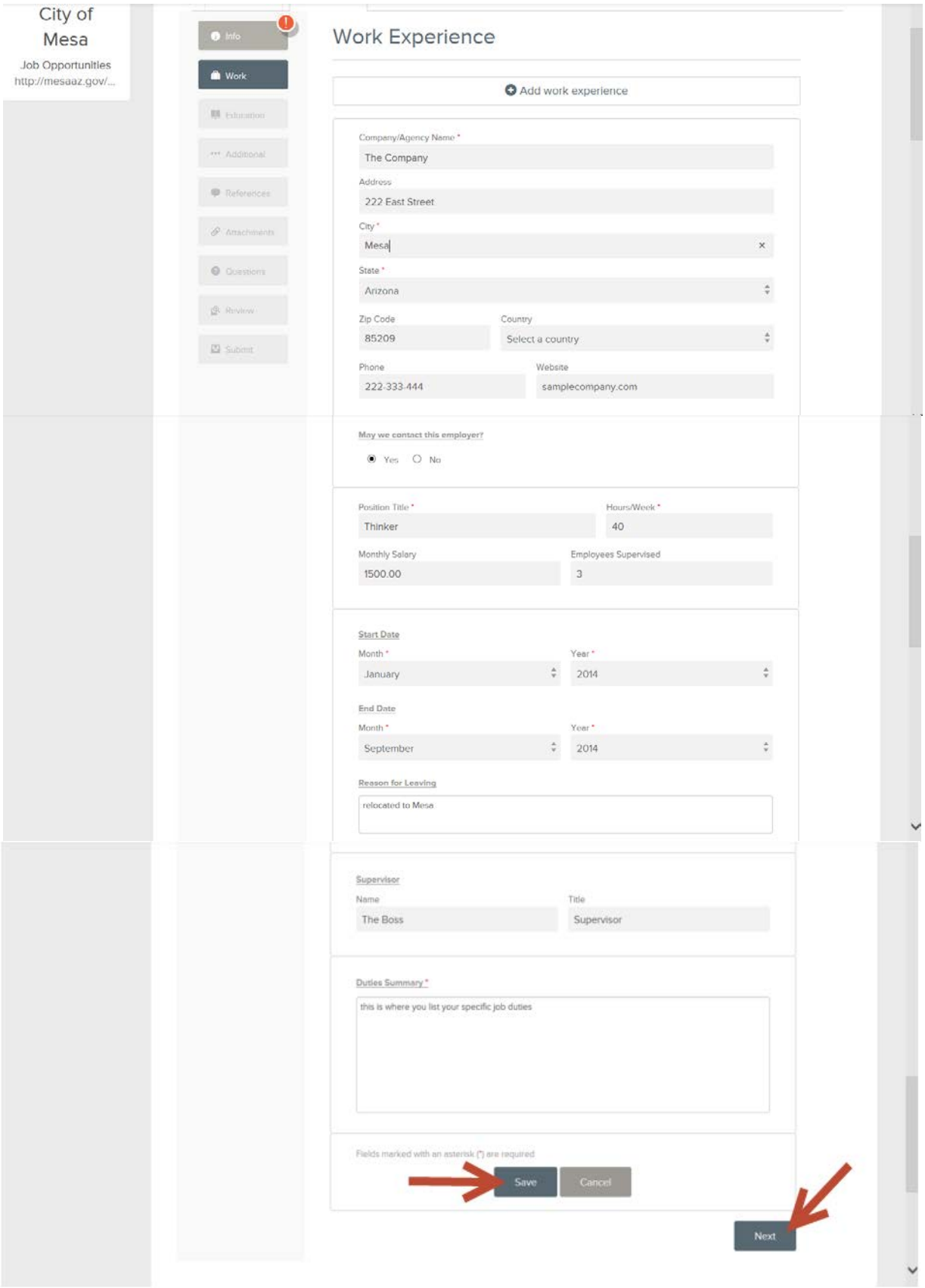
7. If creating a new account, be sure to use an email you can access to receive notifications from the City of Mesa regarding your application. All applicants will be notified of their application by email.



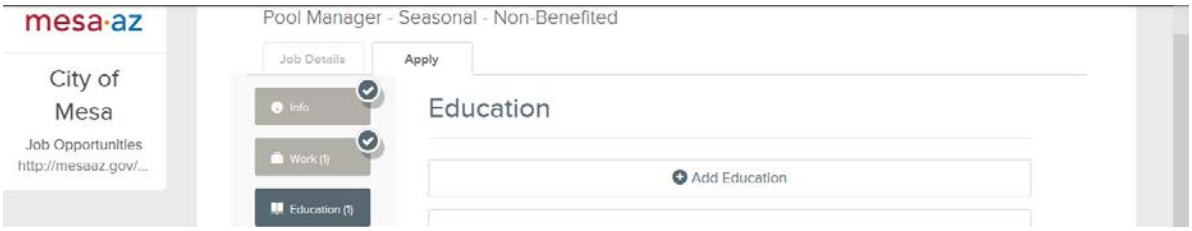
8. Once logged in, the system will prompt to enter contact and personal information.



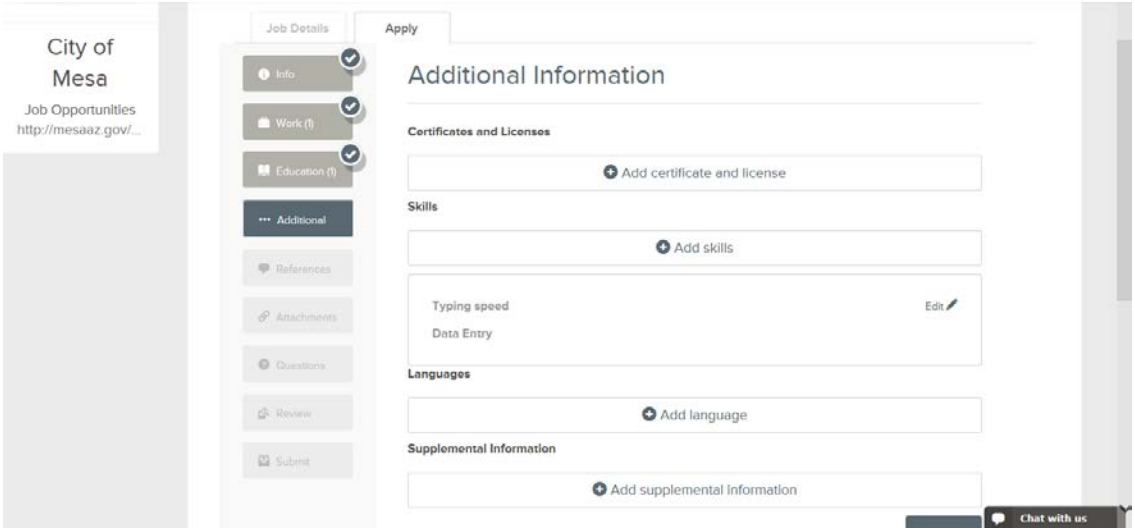
9. Enter work experience, save and continue to the next section



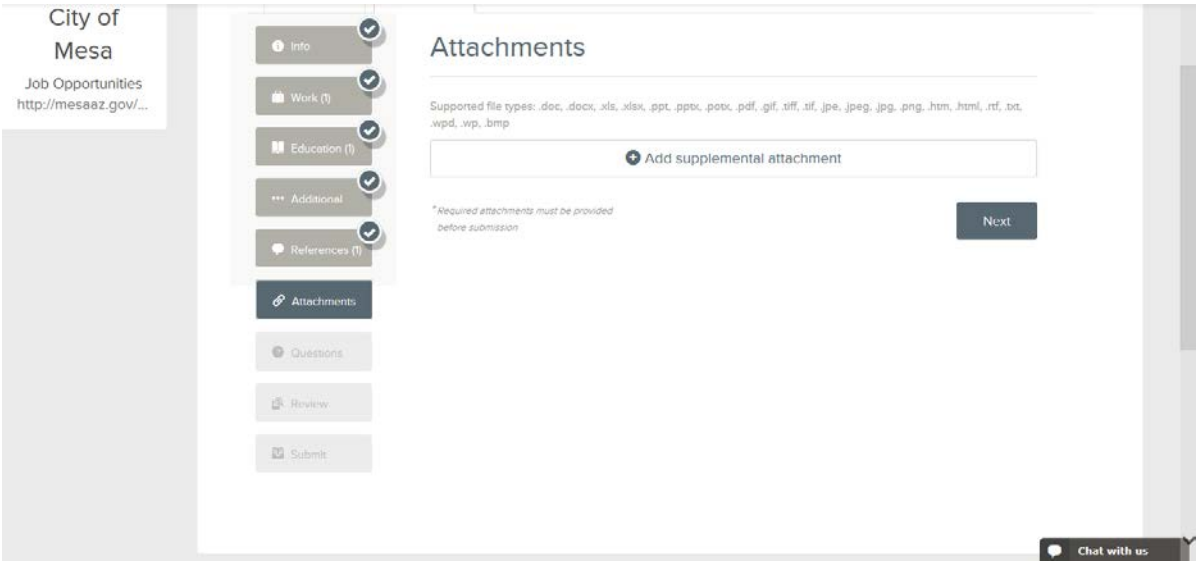
10. Enter Education information, save and continue to the next section.



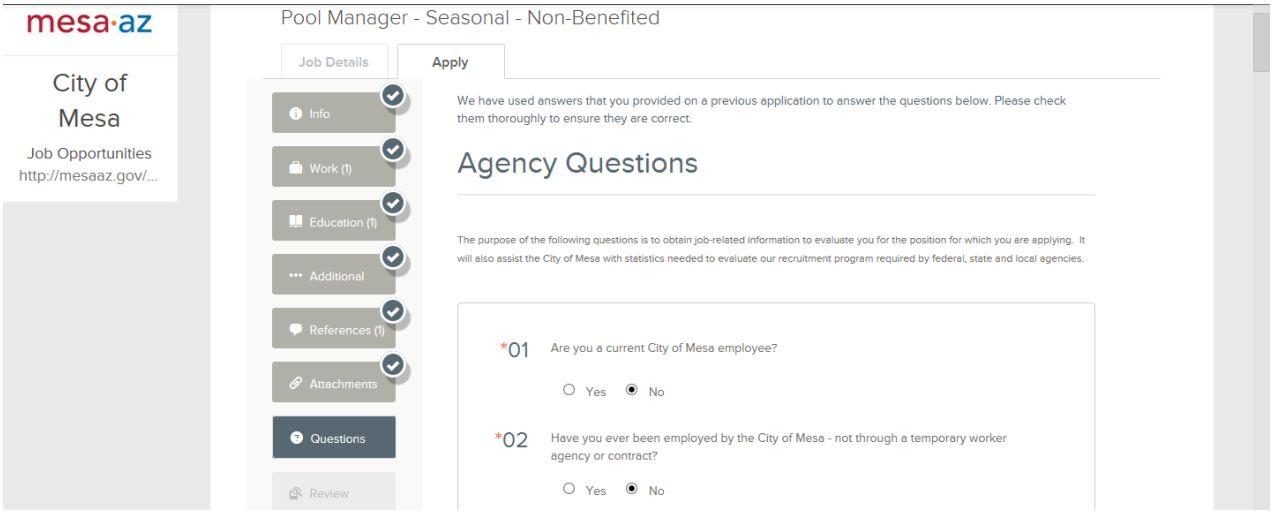
11. The “Additional Information” section is used for Certificates, Licenses, Typing Speed, Second Languages, etc. Complete this section if applicable, save and continue to the next section.



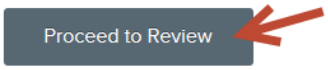
12. The next section is Attachments. If you have native or scanned documents on your computer, you can add and upload those items such as a resume, cover letter, or any other requested documents related to the job you are applying for (diploma, license, certificate, etc.) Save and continue to the next section.



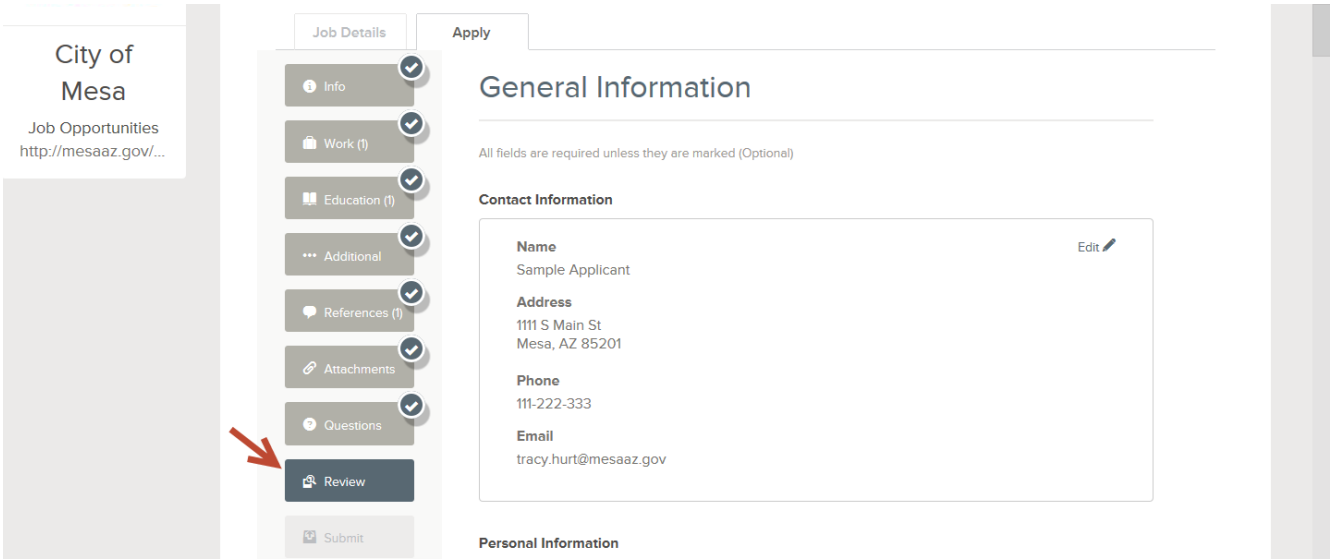
13. The “Questions” section contains City of Mesa application questions and supplemental questions specific to the selected job title. Be sure to answer all questions and pay special attention to those that ask you to indicate “N/A” in the box if you respond “No” to a question. Failure to follow those instructions may prevent you from being able to submit the application. Save.



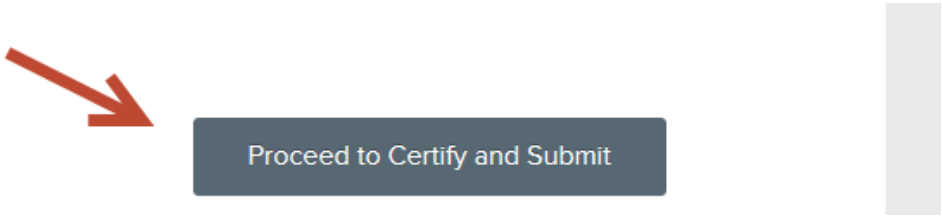
14. When you have completed all questions, click the “Proceed to Review” button.



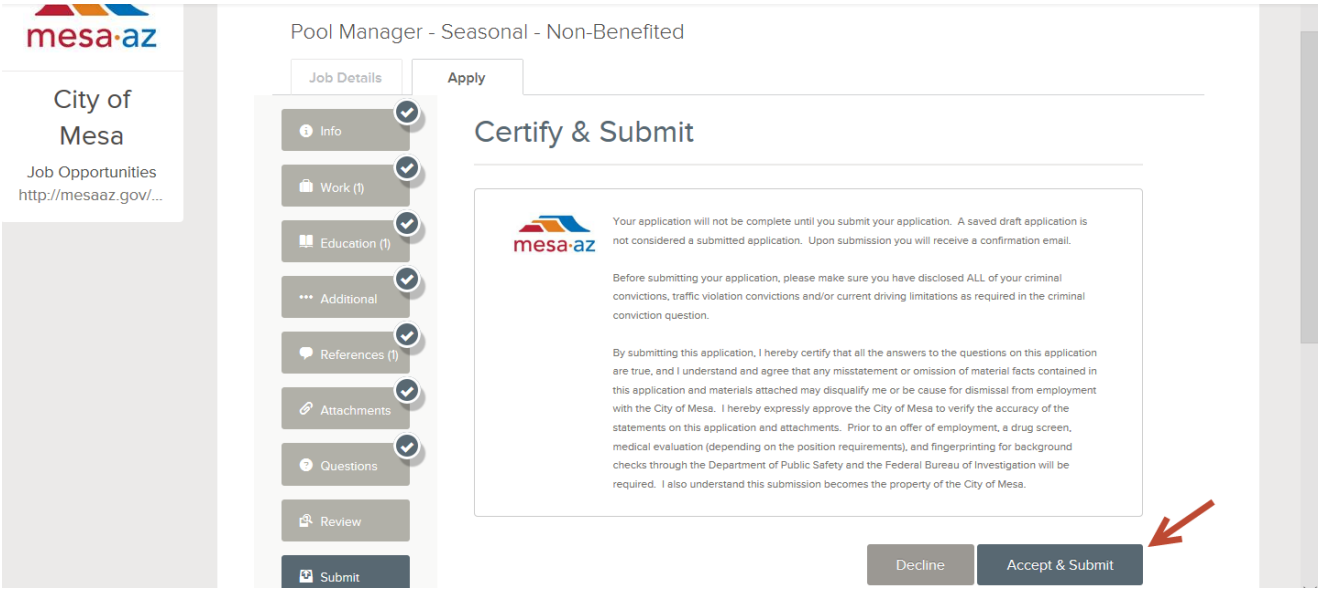
15. The “Review” section allows an opportunity to check information entered for accuracy and attach additional documents prior to submitting your application. Be sure to thoroughly review each section as you will not be able to make any changes or add any items including a resume after you submit the application.



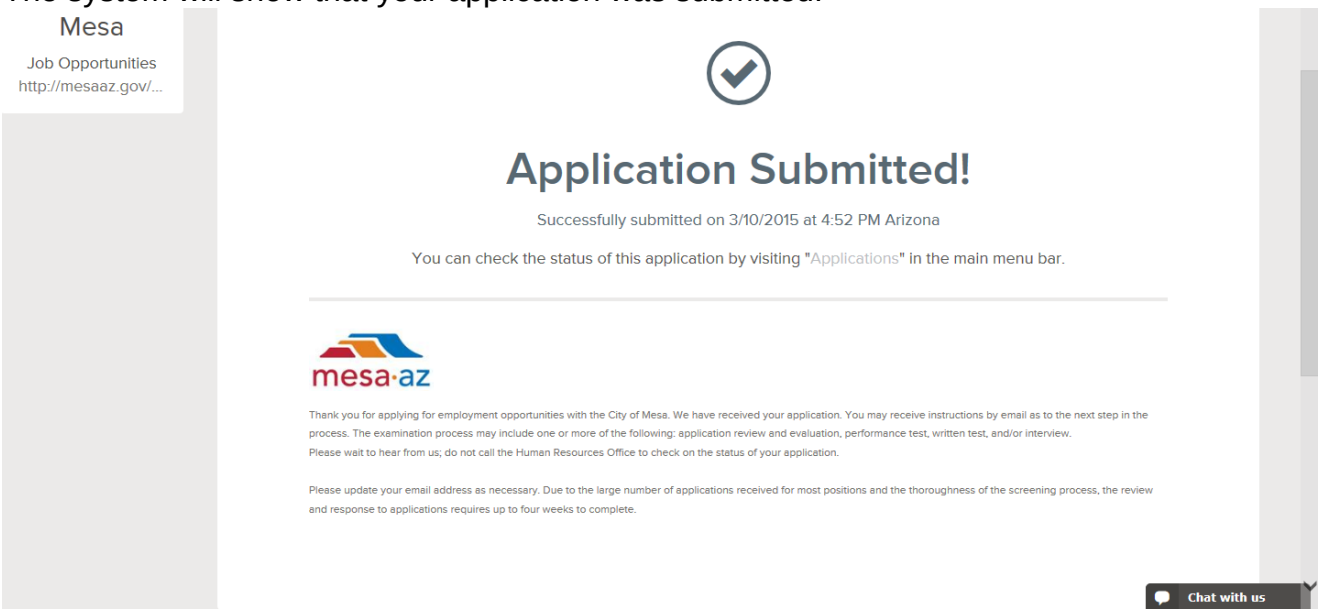
16. Once you have reviewed your application information, click the “Proceed to Certify and Submit” button.



17. Click the “Accept & Submit” button to submit your application.



18. The system will show that your application was submitted.



19. After you Accept and Submit your application, you will receive a confirmation email at the email address listed on your application/profile. If you do not see an immediate email in your inbox, check your spam or junk mail folder and add governmentjobs.com to your address book.

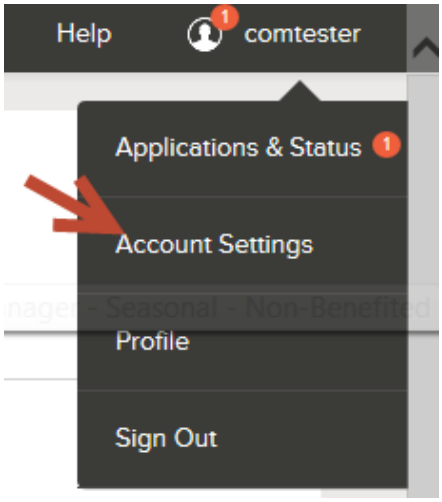
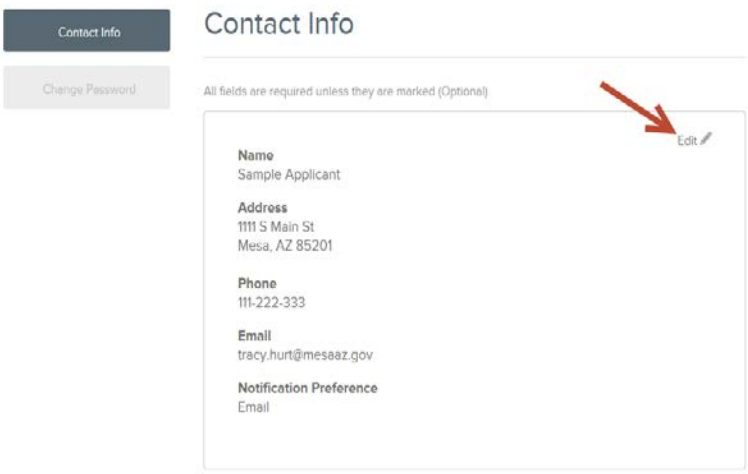
Tue 3/10/2015 4:53 PM
noreply@governmentjobs.com
Application received by City of Mesa
To

------*---*---*---*---*---*---*---*---*---*---*---*---*---*---*---*---*
PLEASE DO NOT REPLY TO THIS EMAIL
If you reply to this email, your reply will *NOT* be read.
------*---*---*---*---*---*---*---*---*---*---*---*---*---*---*---*---*

Dear Sample Applicant,

Your application has been received by **City of Mesa** for the **Pool Manager - Seasonal - Non-Benefited** position at 03/10/2015 04:52 PM Arizona

Thank you for applying for employment opportunities with the City of Mesa. We have received your application. You may receive instructions by email as to the next step in the process. The examination process may include one or more of the following: application review and evaluation, performance test, written test, and/or interview.
Please wait to hear from us; do not call the Human Resources Office to check on the status of your application.

Please update your email address as necessary. Due to the large number of applications received for most positions and the thoroughness of the screening process, the review and response to applications requires up to four weeks to complete.

20. You can update your profile information including address, phone, and email at any time in the NEOGOV application tool. Sign in, select Account Settings, and click the “Edit” link on the right corner of the Contact Info box.