



CITY OF LAKELAND, CIVIL SERVICE
invites applications for the position of:

College Intern

SALARY: \$10.00 - \$10.00 Hourly
\$800.00 - \$800.00 Biweekly
\$1,733.33 - \$1,733.33 Monthly
\$20,800.00 - \$20,800.00 Annually

OPENING DATE: 03/06/12

CLOSING DATE: 03/23/12 04:00 PM

GENERAL DESCRIPTION OF CLASS:

To provide support and assistance of Lakeland Electric's initiatives within the organization. Work is performed under direct supervision.

EXAMPLE OF DUTIES:

1. Provide professional support; may be involved in tracking and charting data from various sources.
2. Performs self-reading as assigned, correcting errors as they are found, and shifts materials as needed.
3. Provide support in research and special projects.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.
2. Completes tasks on time in response to requests.
3. Responds as soon as possible to messages.
4. Applies feedback to improve performance and considers own work in context of results achieved for customer.

QUALIFICATIONS:

1. High school diploma from an accredited school or its equivalent.
2. Enrollment in a college or university. Working toward a degree in Business, Finance or Engineering.

SUPPLEMENTAL INFORMATION:

1. Highly effective and professional oral and written communication.
2. Proficiency with Microsoft computer applications such as Word, Excel, and Outlook is preferred.
3. Ability to interact with the public in a courteous and efficient manner.
4. Ability to take oral and written instructions.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.lakelandgov.net/civilservice>

Position #5001-2012
COLLEGE INTERN
TW

500 N Lake Parker Ave
Lakeland, FL 33801-2097
(863)834-8789
(863)834-8798

College Intern Supplemental Questionnaire

* 1. Are you currently enrolled in a college or university, working toward a degree in Business, Finance or Engineering?

Yes No

* Required Question



CITY OF LAKELAND, CIVIL SERVICE
invites applications for the position of:

Budget Analyst

SALARY: \$20.89 - \$32.41 Hourly
\$1,671.20 - \$2,592.80 Biweekly
\$3,620.93 - \$5,617.73 Monthly
\$43,451.20 - \$67,412.80 Annually

OPENING DATE: 03/06/12

CLOSING DATE: Continuous

GENERAL DESCRIPTION OF CLASS:

This position provides support to the OMB Manager in accomplishing highly responsible professional, administrative work involving the evaluation of operating procedures utilized in deploying the various programs and services provided by the City of Lakeland to its citizenry and to other internal City departments.

EXAMPLE OF DUTIES:

1. Provides a wide-range of support to the OMB Manager in the discharge of responsibilities.
2. Performs analyses of various economic alternatives relating to established lines of business and proposed new business processes/ventures.
3. Develops spreadsheet models and assists with short and long-range forecasts relating to the operating and financial performance of established lines of business and proposed new business ventures.
4. Develops and analyzes statistical reports as requested.
5. Participates in benchmarking studies, reviews research statistics and summarizes project results for current services provided by City support and/or for proposed new business ventures.
6. Monitors project compliance and performance results.
7. As needed, assists with monitoring compliance of the adopted annual budget from a fiscal standpoint.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

QUALIFICATIONS:

1. Graduation from an accredited four (4) year college or university with course work in Business Administration, Public Administration, Finance or Accounting.
2. Five (5) years experience involving evaluation of business processes, three (3) of them in governmental management and budgeting.
3. An equivalent combination of education and experience, that is determined to be directly related to the foregoing specific requirements, may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid telephone number.
2. Must possess and maintain a valid state of Florida driver's license.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.

SUPPLEMENTAL INFORMATION:

1. Must have a thorough knowledge of municipal operations and budgeting practices.
2. Must have a thorough knowledge of process controls, change management, accounting and data analysis.
3. Skill in researching, collecting and interpreting data.
4. Effective presentation and oral communications skills.
5. Ability to think logically to identify problems and assist in developing creative solutions.
6. Ability to use deductive and inductive reasoning.
7. Ability to organize and assist with multiple projects.
8. Ability to write clearly and concisely on technical subjects of some complexity.
9. Ability to establish and maintain effective working relationships with co-workers and other City employees.
10. Ability to understand and make use of a variety of computer software programs, such as Microsoft Word, Excel, PowerPoint, Outlook, Publisher, and Visio. Experience using Hyperion preferred.

Position open until filled. Open until filled means that there is currently no definite closing date for the recruitment, however, it may close at any time - WITHOUT NOTICE.

A copy of your resume and college transcripts must be uploaded with your application.

Examination date - To be announced.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.lakelandgov.net/civilservice>

Position #2218-02
BUDGET ANALYST
LS

500 N. Lake Parker Ave
Lakeland, FL 33801-2097
(863)834-8789
(863)834-8798

civilservice@lakelandgov.net

Budget Analyst Supplemental Questionnaire

* 1. Please indicate your level of experience using Microsoft Excel:

- None
- Beginner
- Moderate
- Advanced
- Expert

* 2. Please indicate your level of experience using Microsoft PowerPoint:

- None
- Beginner
- Moderate
- Advanced
- Expert

* 3. Please indicate your level of experience using Microsoft Publisher:

- None
- Beginner
- Moderate
- Advanced
- Expert

* 4. Please indicate your level of experience using Microsoft Visio:

- None
- Beginner
- Moderate
- Advanced
- Expert

* 5. Please indicate your level of experience using Hyperion:

- None
- Beginner
- Moderate
- Advanced
- Expert

* 6. Please indicate your level of experience working with/on budgets:

- None
- Beginner
- Moderate
- Advanced
- Expert

* 7. Please indicate whether your experience working with/on budgets is at the _____ level:

- State
- Local
- Private Industry
- Other

* 8. If you selected "Private Industry" or "Other" in question #7, please provide the name of the organization where you obtained your budgetary experience:

- * 9. I certify that all of my responses are true and complete, and any misstatement of material facts OR failure to completely answer questions will subject me to disqualification from the application process and / or dismissal from employment. By clicking "yes" below, I understand that once I confirm my application for this recruitment, I will be unable to edit it. I also understand that if I indicated on my application that I have a college degree, then I must submit an unofficial copy of my college transcripts to the Department of Civil Service in order to qualify my application based on college degree.

Yes No

* Required Question



CITY OF LAKELAND, CIVIL SERVICE
invites applications for the position of:

Training Specialist - LE

SALARY: \$23.02 - \$35.70 Hourly
\$1,841.60 - \$2,856.00 Biweekly
\$3,990.13 - \$6,188.00 Monthly
\$47,881.60 - \$74,256.00 Annually

OPENING DATE: 03/14/12

CLOSING DATE: Continuous

GENERAL DESCRIPTION OF CLASS:

This is specialized work in the training and development of Electric Department employees. Work involves the development, delivery, and maintenance of technical, job-specific, or utility specific training and development activities. Work is performed under the supervision of the Director of Training and Workforce Development. Performance is evaluated to insure quality, relevance, accuracy, completeness, and effectiveness.

EXAMPLE OF DUTIES:

1. Consults with managers, supervisors and other employees to analyze training needs and areas for performance improvement.
2. Develops e-learning modules and maintains the integrity and functionality of the LE Learning Management System (LMS).
3. Designs courses and other activities for the purpose of developing employees' skills.
4. Develops or modifies training materials for classes and self study.
5. Conducts specialized training for employees.
6. Performs workforce planning activities as needed.
7. Prepares and maintains training records.

ADDITIONAL RESPONSIBILITIES:

1. May represent the utility at various school functions.
2. Performs related work as required.

QUALIFICATIONS:

1. Graduation from an accredited four (4) year college or university with major course work in adult education, training, organization development or industrial psychology **OR** an AA/AS degree with major course work in adult education, training, organization development or industrial psychology and six (6) years of experience in the technical area for which the incumbent will provide training services.
2. An equivalent combination of education and experience which is directly related to the specific requirements of the incumbent's training assignment may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. May be required to work overtime or alternate hours as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.

SUPPLEMENTAL INFORMATION:

1. Ability to communicate effectively both verbally and in writing, including making presentations to groups.
2. Knowledge of adult learning concepts and human behavior.
3. Knowledge of e-learning theory, concepts and application
4. Knowledge of LMS and related best practices
5. Skill in researching, collecting and interpreting data, and needs analysis.
6. Skill in the basic use of computers, audio-visual equipment, and other tools as appropriate, with the ability to learn more advanced techniques of specific equipment and software.
7. Skill in the development of e-learning training modules
8. Ability to think logically and creatively.
9. Ability to establish and maintain effective relationships with supervisor, co-workers, other City employees, and the general public.
10. Must be able to physically perform the tasks involved in setting up the learning environment, demonstrating the tasks to be learned, and assisting learners as needed.

Position open until filled. Open until filled means that there is currently no definite closing date for the recruitment, however, it may close at any time - WITHOUT NOTICE.

A copy of your resume and college transcripts must be uploaded with your application.

Examination date - To be announced.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.lakelandgov.net/civilservice>

Position #2156-01
TRAINING SPECIALIST - LE
TW

500 N. Lake Parker Ave
Lakeland, FL 33801-2097
(863)834-8789
(863)834-8798

civilservice@lakelandgov.net

Training Specialist - LE Supplemental Questionnaire

- * 1. Please be honest and candid as possible. Do you understand that all responses will be verified through background checks and/or the employment interview?
- Yes No
- * 2. Please indicate your level of experience with E-learning software:
- None
 Little
 Moderate
 Advanced
- * 3. Please indicate your level of experience with Articulate Studio:
- None
 Little
 Moderate
 Advanced
- * 4. Please indicate your level of experience with converting video to Flash:
- None
 Little
 Moderate
 Advanced
- * 5. Please indicate your level of experience with importing video and/or music into presentation platform:
- None
 Little
 Moderate
 Advanced
- * 6. Please indicate your level of experience with Photoshop:
- None
 Little
 Moderate
 Advanced
- * 7. Please indicate your level of experience with PowerPoint:
- None
 Little
 Moderate
 Advanced
- * 8. Please indicate your level of experience with Training in general:
- None
 Little
 Moderate
 Advanced
- * 9. Please indicate your level of experience with training in a utility industry environment:
- None
 Little
 Moderate

Advanced

* 10. Please indicate your level of experience with marketing:

None

Little

Moderate

Advanced

* 11. Please indicate your level of experience with Excel:

None

Little

Moderate

Advanced

* 12. Please indicate your level of experience with MS Word:

None

Little

Moderate

Advanced

* 13. Please indicate your level of experience with Outlook:

None

Little

Moderate

Advanced

* 14. Please indicate your level of experience with making presentations to diverse audiences (e.g. Department heads, trainee groups, community interest groups, elementary school classrooms):

None

Little

Moderate

Advanced

* 15. Please indicate your level of experience with Learning Management Systems (e.g. Moodle)

None

Little

Moderate

Advanced

* 16. If experienced with Learning Management Systems, please specify which one(s) and your level of experience with each (e.g. Little, moderate or advanced).

* Required Question