

## **THE CITY OF HENDERSONVILLE DOES NOT ACCEPT UNSOLICITED RESUMES.**

### **WHY NOT?**

By ordinance, we have what is referred to as a classified service employment system (similar to civil service) for the majority of our 260 full time employees. What this means is that our employment is based on merit.

When we have open positions, we must hire from an eligibility list that is created. An eligibility list for a particular position must stay in effect for a minimum of at least six months and can remain in effect for up to two years depending on the situation.

In order to be considered for any position in the classified service, you must apply on our application forms during the time specified for receipt of applications for the creation or supplementation of an eligibility list. Usually, there will be a specified application that must be used to apply for a city position. There can be various competitive exams and assessments given to determine the ranking of candidates on the eligibility list.

### **HOW DO I GET TO BE CONSIDERED FOR AN OPEN POSITION?**

As explained above, you must have a ranking on an eligibility list. To do so, you need to apply during the time frame specified for acceptance of applications for that list. As a general rule, the time period for accepting applications usually runs for a two week period.

### **HOW WILL I KNOW WHEN THAT IS?**

Typically, we advertise positions in the Hendersonville STAR NEWS; post the position with the Workforce Development Office in Gallatin, post on our web site and mail out interest cards that have been completed by candidates wishing to be notified of a recruitment for a specific position. Sometimes if the position requires specialized degrees, training and professional certification, we will post to specific trade publications and associations only and mail interest cards.

### **HOW DO I GET MY NAME ON AN INTEREST CARD?**

Come to the Personnel Office during working hours, call us 615- 264-5314 or send us an email. Your email to us should include name, address, phone number and the general type of position you are interested in. In the subject line on the email, please indicate "Interest Card". We receive vast amounts of email. Emails without subject lines may be deleted or not make it through the city's spam filters. See the list below for the types of positions. Our interest cards are filed according to job category. **If you do not specify one of these, your interest card will not be accepted.** You may request an interest card for more than one position; however we will discard any interest card that states: "any position".

**HOW DO I KNOW IF YOU RECEIVED MY EMAIL AND THAT I HAVE BEEN INCLUDED IN THE INTEREST CARD FILE?**

In the event that we are unable to reply to your email, you may need to call us to confirm or use the read receipt option on your email. If you move, please call or email to update your contact information so that your information stays current.

**WHEN CAN I EXPECT MY INTEREST CARD TO BE MAILED BACK TO ME NOTIFYING ME OF A VACANCY IN THE POSITION SPECIFIED?**

That will depend on the position and the number of vacancies we have and the turnover rate in those positions. The chart below summarizes the estimated recruitment time frames.

**WHAT ARE THESE FULL TIME JOB CATEGORIES IN THE CLASSIFIED SERVICE?**

<b>Position</b>	<b>Qualifications- other</b>	<b>Typical recruiting frequency</b>
Clerical/ administrative	High school; good typing, computer and secretarial skills	About 1 position per year on average
Police officer	High school diploma or GED, U.S. citizen, good driving record; ability to pass physical agility, written exam and rigorous background screening. Shift position	Four or five times per year-
Fire fighter-	High school diploma or GED, ability to pass written and physical agility exam; shift position (24 on/48 off)	An eligibility list is created approximately every two years
Communications officer-	(Dispatch for police, fire and ambulance) high school diploma or GED, ability to pass written test and pass rigorous background screening; shift position.	Once or twice per year
Finance/accounting	Experience and training in bookkeeping, accounting	Infrequent
Equipment operator	Heavy equipment will require a CDL; other	Varies

<b>Position</b>	<b>Qualifications- other</b>	<b>Typical recruiting frequency</b>
Maintenance (roads or parks)	General labor positions	Varies
Planner	Requires specific educational and experience background	Infrequent
Codes Inspectors	Generally a construction or related background with specific certifications required	Infrequent
Recreation	Education and experience in leisure services	Infrequent
Engineering	Engineering degree, certifications	Infrequent
IT	Education, experience in computer hardware and software applications	Infrequent
Animal Control	Civilian position in the police department assigned to animal control; high school graduate or GED; meet physical, background and driving record requirements of the position	Varies

80% of our positions are either police or fire. Positions that will be open in police and fire are generally entry level only.

Management level positions in finance, codes, executive, human resources, planning, public works and parks generally require degrees and specific certifications/or background experience in that particular discipline. Department head positions are not classified service positions.

We do not have a water department, school system or sanitation department. We have no customer service or marketing positions.

Thank you for your interest in our organization.