



United States Census 2010

Management Positions

Job Title	Salary	Responsibilities
Local Census Office Manager	\$29.00/hr	Manage the Local Census Office activities and operations with support from the Los Angeles Regional Census Center to ensure execution of all operational functions, resources and personnel
Assistant Manager for Field Operations	\$24.50/hr	Responsible for accomplishing production and quality goals in field operation under their span of control. Supervises 10-15 supervisors and indirectly supervises 400-600 field employees at peak operation. Coordinates staff training, creates work assignments, monitors progress, and reassigns work as needed.
Assistant Manager for Administration	\$21.25/hr	Manages all personnel, payroll, supply requisitioning, office security and safety, and other administrative activities. Supervises up to 10 clerks and shift supervisor
Assistant Manager for Recruiting	\$21.25/hr	Manages all recruitment and testing activities to support field and office operations for the Local Census Office. Trains and supervises field recruiting assistants and several office clerks.
Assistant Manager for Quality Assurance	\$21.25/hr	Advises the Assistant Manager for Field Operations and Local Census Office Manager on compliance with pre-established quality assurance goals and procedures for all field data collection operations. Acts as principal technical advisor on quality assurance aspects of field data collection operation in the Local Census Office.
Assistant Manger for Technology	\$21.25/hr	Responsible for managing automation functions in the Local Census Office. This job includes troubleshooting duties and evaluating, analyzing, and coordinating automation operations to efficiently support Local Census Office functions.
Field Operation Supervisors	\$20.00/hr	Responsible for execution of production and quality goals in field operation under their span of control. Supervises field employees, conducts staff training, supervises work assignments, monitors progress and reassigns work as needed.

Must be U.S. Citizen

Applicants must be 18yrs of age or older

Pass a background/fingerprint check

Pass Census Bureau written exam

Separate Application Package (forms) required for each position desired

For more information including testing and locations, please contact

los.angeles.jobs@census.gov

(877) 232-3385

Department of Commerce

U.S. Census Bureau

AN EQUAL OPPORTUNITY EMPLOYER

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