



## **Census 2010 MN Local Census Office Management Positions**

The Kansas City Regional Census Center will be opening Local Census Offices (LCOs) throughout the state of Minnesota in October 2009 and will be posting management positions for all LCOs on our website at: [www.census.gov/kansascity](http://www.census.gov/kansascity).

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- (1) For information regarding how to apply and what to submit, call 1-888-340-7525 or Email: [kansas\\_city\\_2010\\_HR@census.gov](mailto:kansas_city_2010_HR@census.gov)
  - (2) To schedule the Management Test, call 1-866-861-2010
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### **Organization of the Local Census Office (LCO) – EDINA, MN**

The Local Census Office operates under the direction of the Local Census Office Manager (LCOM). The LCOM is supported by five assistant managers; the Assistant Manager for Field Operations (AMFO), the Assistant Manager for Recruiting (AMR), the Assistant Manager for Quality Assurance (AMQA) and the Assistant Manager for Administration (AMA). All assistant managers will work as a team to recruit, select, train, direct, reward and discipline all staff to achieve successful results on all operations. Each LCO is under the direct supervision of an Area Manager at the Regional Census Center (Kansas City, MO), who is responsible for the supervision and oversight of all Local Census Offices in an assigned area. Each manager within the LCO is responsible for making sure the census is conducted on schedule and within budget. Primary duties of the LCO managers are detailed below:

### **Local Census Office Manager (LCOM) – \$64,480.00**

The LCOM is responsible for the general supervision and administration of the office. This includes direct supervision of at least five employees, supervisors and managers and indirect supervision of more than a 1000 field staff. Responsibilities include the planning, development and successful implementation of census operations and field activities within the boundaries of the Local Census Office. The LCOM is directly responsible for developing and leading the team of assistant managers in order to successfully complete all operations in a timely and accurate manner. Additional supervisory responsibilities include evaluating employees, and taking appropriate actions regarding hiring, promotion, and reassignment. The LCOM serves as the Census Bureau's representative by developing and maintaining good public relations with community leaders, local government officials the local media in order to acquaint the general public with the census and promote community cooperation. In addition, the LCOM promotes Census activities by preparing and presenting talks or formal speeches during public appearances and interacting with the local media including print, radio and television interviews and events. All Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

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- Salaries vary depending on the area where you work.

## **MN - EDINA CONT'D:**

### **Asst. Manager for Field Operations (AMFO) – \$55,120.00**

The AMFO is responsible for the direct supervision of 10-15 Field and Office Operations Supervisors and the indirect supervision of approximately 400-600 Crew Leaders and Census Takers, at peak operation, who work outside the Census Office. Responsibilities include accomplishing production and quality goals in field operations. The AMFO oversees the training of field and office personnel, as well as conducts individual and group training sessions, manages material and assignment preparation for all field operations, reviews and analyzes cost, quality, and progress reports. In addition the AMFO assists the Local Census Office Manager in resolving community complaints concerning problems in the field. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

### **Asst. Manager for Recruiting (AMR) – \$48,360.00**

The AMR is responsible for the management and supervision of the recruitment and testing of applicants to fill Local Census Office positions. The AMR is responsible for the direct supervision of approximately 20-25 field and office staff. Responsibilities include preparing an LCO recruitment plan to ensure that staffing needs are identified and met for all field and office positions; implementing and evaluating the recruitment plan to ensure that adequate numbers of qualified applicants are available for selection from all areas of the LCO. The AMR conducts the recruitment process to assure that applicants are identified and tested; maintains liaison with organizations that refer applicants and other employment sources; distributes literature to potential applicants and explains the responsibilities of available positions as well as the goals of census programs. The AMR also assists the Local Census Office Manager to develop and maintain good public relations with local news media, community leaders and organizations, and local government officials, to promote community cooperation and generate support for recruitment efforts. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

### **Asst. Manager for Quality Assurance (AMQA) – \$48,360.00**

The AMQA works closely with the Assistant Manager for Field Operations and the Local Census Office Manager to advise them on compliance with pre-established quality assurance goals and procedures for all field data collection operations in the Local Census Office. In the advisory role, the AMQA works with LCO operational reports and materials to monitor the quality of data collection processes, performance, and completed field data collection materials, and meets regularly with the Assistant Manager for Field Operations and the Local Census Office Manager to give reports on the progress of the Quality Control operations and identifies quality problems or concerns within the pre-established standards in a clear and timely manner, then suggests remedial action or alternatives to resolve problems. The AMQA directly supervises LCO office and field staff that review completed data collection forms and other documents. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

### **Asst. Manager for Administration (AMA) – \$48,360.00**

The AMA is responsible for supervising and managing payroll and other administrative activities. Responsibilities include supervising Office Operations Supervisors and up to 10 clerical staff; managing the daily processing of payroll, personnel, and other administrative documents; monitoring day-to-day selection activities. The AMA assures the administrative operations are conducted within prescribed time schedules and budget allocations. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

### **Asst. Manager for Technology (AMT) – \$48,360.00**

The AMT is responsible for supervising and performing automation troubleshooting duties by identifying problems with hardware or software, and solving the problems when possible. Responsibilities include: supervising Technology Support Supervisor(s) and clerks; managing IT security within the LCO, including account creation, issuing of passwords, changing passwords, and disabling accounts; working closely with the RCC automation staff to develop solutions to problems; working under the direction of the LCOM and providing technical guidance and support to assistant managers at the LCO; and as needed, training or supervising others to train LCO office employees on software, hardware, and automation operations.

- Salaries vary depending on the area where you work.