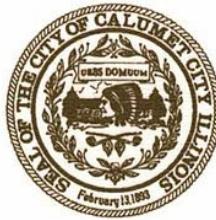


# CALUMET CITY DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

**Thaddeus M. Jones**  
*Mayor, City of Calumet City*



**Deston Dorchack**  
*Personnel Director*

**Deanne Jaffrey**  
*Chief of Staff & City Administrator*

## OPEN POSITION CLERK II – CED ADMINISTRATIVE ASSISTANT

### **JOB SUMMARY**

This position is responsible for all office-related administrative coordination efforts within the Department of Economic Development including answering phone inquiries, taking messages, and redirecting inquiries to appropriate colleagues; processing new interns and maintaining intern schedules; processing department invoices and requisitions per grant-related projects – follow-up to ensure payments in order to meet grant reporting deadlines; assisting with grants reporting efforts to grant funding agencies by helping to secure needed documentation; making copies and making books for grant submissions and grant presentations; ordering department supplies; keeping up with department budget line-items and account numbers; assisting with updating spreadsheets and documents that indicate project reporting status for both business development and grants; coordinating and supervising special projects; maintaining calendar that flag grant deadlines; coordinating updates to economic development website; maintain and update existing business database (emails and other contact info); maintain and update prospective new business database (emails and other contact info); and any other duties as assigned by Economic Development Department Head, City Administrator, and/or Mayor's Office.

### **APPLICANT QUALIFICATIONS**

- Possess strong organizational skills, strong researching and resolution skills and be proficient with the use of computers and software
- Must be fluent in speaking and writing in English. Must be able to communicate verbally and in writing in an effective, efficient, and professional manner
- Bilingual (Spanish) preferred
- Must have U.S. citizenship

Anyone interested in the posting, please contact **Deston Dorchack** at [ddorchack@calumetcity.org](mailto:ddorchack@calumetcity.org) or **Deanne Jaffrey** at [djaffrey@calumetcity.org](mailto:djaffrey@calumetcity.org).