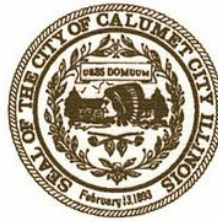


CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OPEN POSITION CRIME FREE HOUSING ASSISTANT DIRECTOR

JOB SUMMARY

This position will report to the program's Director, and share in the responsibility of daily operations, investigations, enforcement, and inspections of Calumet City residential rental properties, tenants, and landlords. The Coordinator will be required to learn, or have, significant knowledge of, current Fair Housing Laws, Landlord/Tenant Laws, Cook County's eviction process, and Calumet City Ordinances. The position requires certification in the Crime Free Multi-Housing curriculum, and also with Crime Prevention Through Environmental Design (C.P.T.E.D.) curriculum. Additional certifications for access to Law Enforcement databases will also be required. A successful Assistant Director will have the ability to communicate in a professional manner, with knowledge of content or sincerity to obtain answers. Honesty and trust are characteristics needed for this position. Due to the privacy and confidentiality of information you would have access to, discretion and restraint to discuss matters with unapproved sources would be expected. This full-time position will require some flexibility with the work schedule, as there will periodically be evening hours or a Saturday shift to work. You must be able to work well with others, be on time, and be professional. Our #1 goal is to help reduce crime in Calumet City in an established, effective, and fair manner.

APPLICANT QUALIFICATIONS

- 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; Bi-lingual beneficial though not required
- Possess strong organizational skills, strong researching and resolution skills and be proficient with the use of computers and software
- Associate degree in Criminal Justice preferred; High School Diploma or equivalent required
- Must have U.S. citizenship

Anyone interested in the posting, please contact **Deston Dorchack** at ddorchack@calumetcity.org or **Deanne Jaffrey** at djaffrey@calumetcity.org.