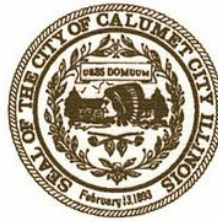


CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OPEN POSITION CRIME FREE MULTI-HOUSING ADMINISTRATOR

JOB SUMMARY

This position is responsible for the administration and coordination of the City of Calumet City's Crime Free Programs. As the Crime Free Program Supervisor, you will work with the city's law enforcement to help protect the residents of the community. The cornerstone of the Crime Free Programs is the partnership between law enforcement and the community working together to prevent crime. The position requires the education of Calumet City's property managers about security assessments of their property as well as conducting residential crime prevention education sessions. A Crime Free Program Supervisor will be the face of Calumet City regarding the implementation of all crime free programs, while also being the source of information to residents and the general public. Additional duties include, but are not limited to: budgeting; writing program policies and training manuals; designing, writing, and producing brochures, visual aids, and other program documents; providing instruction and training to local law enforcement, owners and landlords, and other organizations; preparing and delivering oral presentations in front of public groups; coordinating, implementing, and evaluating curriculums and other programs; preparing pamphlets, news releases, and bulletins; preparing newsletters; maintaining statistics and preparing reports; and teaching at the police and citizen's academy.

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
- Possess strong organizational skills, strong researching and resolution skills and be proficient with the use of computers and software
- Bachelor's Degree preferred in Public Relations, Communications or related field with 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.

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