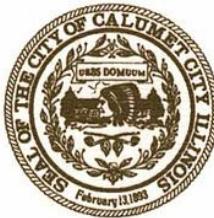


# CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



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

**Deston Dorchack**  
*Personnel Director*

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

## OPEN POSITION FAIR HOUSING ADMINISTRATOR

### **JOB SUMMARY**

This position is responsible for enforcing the Fair Housing Act passed by Congress in 1968, developing and overseeing innovative testing and investigative methodologies, intaking and processing of housing discrimination complaints, investigating and testing discriminatory housing-related practices, and developing and conducting other creative evidence gatherings efforts to build fair housing cases and administrative complaints. The Administrator will be responsible for developing and implementing investigation strategies to address complex or deeply engrained discriminatory practices. The Administrator will work closely with building inspectors, all departments across the City, as well as the City of Chicago's Commission on Human Relations (CHR). The CHR is charged with enforcing the Fair Housing Ordinance, providing a neutral forum for the investigation and adjudication of discrimination complaints filed under these ordinances. The Fair Housing Administrator will also promote neighborhood health, safety and welfare through thorough investigation and enforcement of the City's Vacant Property Ordinance; follow up on NON-Police related disputes (landlord/tenant matters) such as a landlord that is shutting off utilities or allowing the property to be unsafe/unsanitary; engage in outreach and education efforts; report to the Director of Crime Free Housing and fulfil all other duties as assigned in the Crime Free Housing Department.

### **APPLICANT QUALIFICATIONS**

- Experience with Microsoft Office
- Excellent written and verbal communication skills
- Strong commitment to social justice
- Strong understanding of federal and state fair housing laws and regulations and the ability to educate others on both
- The ability to maintain a high degree of professionalism, confidentiality, and substantial contact with the public
- High School Diploma or equivalent required; Bachelor's Degree 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).