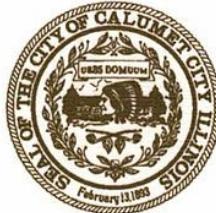


CITY OF CALUMET CITY



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OFFICE MANAGER/SUPERVISOR WATER DEPARTMENT

JOB SUMMARY

The Office Manager/Supervisor must be committed to providing excellent customer service to the residents of Calumet City, assist other departments and residents while answering questions from the public with a professional demeanor. It requires contact with the public as well as other City departments. The Office Manager/Supervisor will effectively manage/supervise departmental staff of daily operational duties and functions; provide timely responses to questions from residents regarding City policies, procedures, and regulations; perform office duties such as data entry, answering phones, assigning tasks to employees and creating schedules; perform general clerical duties- data entry, filing systems, storing records; performance evaluation and management of clerks; professional development and training; proactive management of people initiatives to promote culture, employee well-being, and morale; and effective and consistent enforcement of all City policies and procedures.

APPLICANT QUALIFICATIONS

- Management and supervisory experience while maintaining equal standards and accountability
- Enhanced communication, organizational and interpersonal skills
- Capable of managing multiple tasks responsibly, timely, and with full detail
- Self-motivated, reliable, sensitive to issues of confidentiality, detail oriented and flexible
- Must be proficient with computers; including Microsoft Office: Excel, Word and Outlook
- Knowledge in bookkeeping, data entry and basic filing
- Must have experience working with the public
- Be willing to learn and follow directives
- Must have initiative to work independently while simultaneously maintaining a team focus
- High School diploma required, Bachelor's degree preferred
- Must be U.S. Citizen

This position will be required to perform other duties as determined by the Chief of Staff and City Administrator.

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