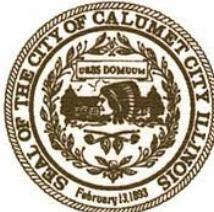


CALUMET CITY DEPARTMENT OF PUBLIC WORKS



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

Kevin Embrey
Commissioner of Public Works

OPEN POSITION PUBLIC WORKS ADMINISTRATIVE ASSISTANT

JOB SUMMARY

This position is responsible for providing administrative and support services to the department of Public Works for the City of Calumet City. The Public Works department is responsible for snow removal, mowing of City grass, graffiti removal, maintaining signs on public streets, street sweeping, removal of trees and tree branches on public property, leaf collection, maintenance of miles of sanitary storm or combined sewers, overseeing the televising of sewers as a proactive repair program, overseeing and maintaining pumping stations, and maintain retention ponds. Under general supervision, the Administrative Assistant assists management personnel in such activities as budgeting, purchasing, review of office procedures, records management, performs related work as required and reports to the Commissioner of Public Works.

APPLICANT QUALIFICATIONS

- Have knowledge of office and administrative management practices and procedures, including document and file management
- Proficient in computer, word processing and spreadsheet software and other standard office equipment
- Exceptional communication skills, both verbal and written
- Excellent problem solving and resourcefulness skills
- Ability to manage a large and varied workload with changing and conflicting deadlines
- Proven organizational and time management skills and the ability to meet deadlines and handle time-sensitive matters
- Ability to produce quality work under fluctuating workloads with minimal supervision
- Ability to establish and maintain effective working relationships with other personnel and the general public
- Ability to provide excellent customer service to both internal (departmental) and external customers
- Ability to work in a team environment and interact positively with a variety of people in different situations
- High School Diploma or equivalent required, Bachelor's degree preferred

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