



**Counsel Job ID: 2339**

Date Posted: 10/5/2015 Closing Date: 10/19/2015

Professional/Counsel

Location: Central Administration - LAW DEPARTMENT

**CHARACTERISTICS OF THE CLASS:** Under general supervision, performs legal duties for the Park District's Department of Law, and represents the Park District at administrative hearings and court proceedings on various legal matters. Negotiates, drafts and reviews various agreements and performs related duties as required or assigned.

**EXAMPLES OF DUTIES:** May be called upon to represent the Park District before administrative bodies in court. Organizes case presentation, conducts trials and arbitrations. Drafts legal documents such as: agreements, contracts, motions, abstracts, briefs, personnel charges, letters of opinion and memoranda. Initiates personal investigations and files law suits when warranted. Contacts and arranges for the appearance of witnesses for court and hearings. Interviews witnesses, takes statements and researches records. Examines pleadings and prepares and answers supplementary pleadings for the purpose of assisting in determining available defenses. Supervises paralegals as necessary. Responds to legal inquiries in an appropriate manner. Maintains legal records and prepares required reports.

**DESIRABLE MINIMUM QUALIFICATIONS:** Training and Experience: Law Degree conferred by an American Bar Association accredited college or university supplemented by a minimum of two years of progressively responsible legal experience in two or more of the following areas: personnel, administrative or municipal law, civil rights, contracts, environmental law, labor law including employee discipline, litigation, real estate or worker's compensation. License Requirement: Must be licensed to practice law in the State of Illinois. Admission to the Trial Bar of the U.S. District Court for the Northern District of Illinois is desirable.

**Knowledge, Skills and Abilities:** Good working knowledge of standard legal practices. Good skills in the interpretation and application of laws, statutes, ordinances and precedents. Good analytical skills. Good skills in organizing case progression. Effective communication skills. Good writing skills.

Career Service: Exempt

EEO: Professional

FLSA: Exempt

SALARY: \$49,088 - \$70,564

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Professional>

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**Senior Counsel (M) Job ID: 2348**

Closing Date: 10/23/15

Professional/Senior Counsel

Date Posted: 10/9/2015

Location: Central Administration - LAW DEPARTMENT

**CHARACTERISTICS OF THE CLASS:**

Serves as a legal specialist for the Department of Law with minimal supervision and performs related duties as required or assigned.

**EXAMPLES OF DUTIES:** Handles cases requiring legal expertise in any court of record having impact upon the Chicago Park District, federal, state and local administrative bodies. Provides advice and guidance to department heads and other officials regarding Chicago Park District legal matters. Prepares abstracts, briefs, letters of opinion and memoranda as assigned. Negotiates, drafts and reviews complex agreements with government and private entities. Advises various departments on a wide variety of legal matters including issues relating to the code of the Chicago Park District. Supervises paralegals as necessary.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:** A Law Degree conferred by an American Bar Association accredited college or university is required to perform the duties of this position. A minimum of four years of progressively responsible legal experience in two or more of the following areas is also required: administrative or municipal law, civil rights, contracts, environmental law, general litigation, land use, large scale capital projects, and real estate. Additional training and/or experience beyond that required for receipt of law degree, may be substituted for experience.

**License Requirement:** Must be licensed to practice law in the State of Illinois.

Admission to the Trial Bar of the U.S. District Court for the Northern District of Illinois is desirable.

**Knowledge, Skills and Abilities:** Good working knowledge of standard legal processes. Strong skills in the interpretation and application of laws, statutes, ordinances and precedents. Strong analytic skills. Skill in organizing case progression. Ability to communicate well both orally and in writing.

Career Service: Exempt

EEO: Professional

FLSA: Exempt

SALARY: \$56,451 - \$81,148.60 per year

Apply online at

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**Recreation Leader (H) YEAR ROUND Job ID: 2340**

Closing Date: 10/18/2015

Recreation/Recreation Leader

Date Posted: 10/5/2015

Location: Horner Park

Region: North

POSITION budgeted up to 28 hours per week

**CHARACTERISTICS OF THE CLASS:**

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

**MINIMUM QUALIFICATIONS:**

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

Salary: \$12.63 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Recreation&subcategory=Recreation+Leader>

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**Recreation Leader (H) YEAR ROUND Job ID: 2345**

Closing Date: 10/21/2015

Recreation/Recreation Leader

Date Posted: 10/8/2015

Location: Emmerson Park

Region: North

POSITION budgeted up to 22 hours per week

**CHARACTERISTICS OF THE CLASS:**

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Graduation from high school or an equivalent certification (GED) is required

**Knowledge, Skills and Abilities:**

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

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## **Building Attendant**

Location: Chicago , IL

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff.

The housekeeping team is responsible for ensuring consistently clean and well maintained areas within the public and administrative areas of the museum.

Several full-time vacancies exist during the following shifts; 9am-5:30pm, 2:30pm-11:00pm and 4:00pm-12:30am

### Duties and Responsibilities

Vacuuming  
Damp wiping  
Sanitizing bathroom fixtures  
Mopping floors  
Special project work as assigned

### Qualifications

High school diploma or equivalent  
Previous housekeeping/janitorial experience strongly preferred

Ability to lift at least 50 pounds  
Ability to stand and walk for long periods of time

Ability to bend and reach  
Ability to follow verbal and written instructions

Ability and experience using various tools, products, and equipment  
Ability to work independently and on team

Pleasant, professional demeanor and appearance with willingness to assist visitors and staff when approached

Apply online at <http://www.fieldmuseum.org/about/careers>

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## **Finance Accountant**

Location: Chicago, IL

Recruiters, do not contact the Field Museum with unsolicited services or offers.

The accountant is responsible for preparing journal entries, reviewing expense transfers and preparing monthly account reconciliations. The accountant works with Development Services to track pledges and contributions. Special projects are assigned as required and may include investigation and resolution of accounting issues, being a backup resource to account specialists, and responding to financial requests from outside agencies

### Duties and Responsibilities

Process Expense Transfers requested by outside departments  
Preparation of monthly account analysis and journal entries for contributions and pledges

Review Special Event journal entries, verifying related deposit and receivable balances  
Process misc. monthly journal entries and oversee monthly close  
Maintain Journal Entry records and fund paperwork

Maintain General Ledger system accounts  
Account reconciliations between General Ledger and  
Other duties and special projects as assigned

### Qualifications

BS/BA in Accounting, and 3 to 5 years general ledger/financial statement accounting experience.

Proficient in Financial Edge, or able to learn the system quickly;  
Proficient in Excel  
Organized and able to meet daily, weekly, and monthly deadlines;

Strong analytical, critical thinking and problem solving skills;  
Familiar with fund accounting and not-for-profit GAAP;  
Eager to interact with Finance and other Museum staff;  
Able to communicate positively with auditors, bankers and other external agencies.

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## **Public Relations and Community Awareness Director**

Location: Chicago , IL

The Public Relations and Community Awareness Director's primary responsibility is to position The Field Museum locally and globally at the forefront of natural history education and research, creating overall awareness of and excitement for the institution's mission and work across various audience communities, and attracting an increased number of visitors to engage with the Museum and its resources. This Director knows the challenge is much greater than pitching stories to media outlets. Their responsibility is to be a creative and disruptive thinker for the organization; someone who finds relevant ways to put the Museum in the center of many different conversations; one who knows how to craft innovative external experiences and messages that capture the public's attention and imagination and makes them talk; a person who can help grow and ultimately transform the Museum's exchange with audiences in the Chicago community and beyond. The Public Relations and Community Awareness Director understands that we cannot wait for audiences to come to us – we must find new ways to go to them. The ideal candidate will be an energetic relationship-builder who is hyper-vigilant in seeking out unique opportunities for the Museum to share its mission and programs.

This position sits within the Communications Team and reports to the Chief Marketing Officer.

### Qualifications

10+ years experience in PR/Media and Community Relations.

Superior written and verbal communication skills as well as attention to detail are critical.

Demonstrated budget planning and management experience.

Ability to champion ideas, build consensus and listen to others.

Excellent leadership skills with the ability to motivate teams for individual and group growth.

Deep understanding of emerging and unconventional media channels.

Skill to draw relevant connections between the Museum's work and contemporary trends and public concerns.

Willingness to experiment with new tactics, measure, learn and improve.

Ability to develop and implement strategic plans in a multiple-priority environment.

Capacity to remain calm, thoroughly evaluate situations and create response plans under pressure.

A dynamic personality, with the skill to evoke excitement and enthusiasm in others is essential.

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## **Annual Giving Manager**

Location: Chicago , IL

The Annual Giving Manager is responsible for planning and executing strategies to retain and increase unrestricted gifts from individuals for gift levels \$250+ in a tiered giving-continuum.

Reporting to the Annual Giving Director, the Manager leads the development of a robust annual giving program including strategies to incorporate direct mail, e-campaigns, monthly giving, newsletters and appeals.

The Annual Giving Manager will supervise the Annual Giving Specialist.

### Qualifications

BA or an equivalent level of education and experience is required  
3-4 years in an Annual Giving environment in a cultural institution is preferred with at least 2 years of supervisory experience

Experience with direct mail, tele-funding and working with consultants/vendors preferred  
Excellent communication skills, both verbal and written, and attention to detail is a must

Must exercise tact and discretion in handling highly confidential information and interacting with Museum donors and prospective donors

Must be well-organized, able to work on multiple projects simultaneously, and meet tight deadlines.

MS Word, Excel, PowerPoint. Google, and Adobe Suite experience is required  
Prior fundraising database (Raisers' Edge) experience is desirable

Ideal candidate will have a genuine interest in the Museum, fundraising, and event planning

Must be an energetic and patient team player with a proactive "can do" attitude!

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## Leasing Advisor

Contact Center - Leasing | Chicago, IL, United States

Are you that type of person who enjoys locating new places for you and your friends to experience? Are you the go to person who enjoys resolving conflicts? Are you the friend that is the conversationalist of the group? Well if you answered yes to all the following questions, you might want to keep reading on.

Pangea Real Estate we are a privately held real estate owner/operator headquartered in Chicago, IL. Our mission is to be the best property managers on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care, to all our residents. In just over 5 years, our portfolio has grown to over 10,000 apartment units owned and operated in Chicago, Indianapolis, and Baltimore.

Here at Pangea Real Estate we are currently seeking great people as yourself to join our team here at for our Leasing Advisor Department.

### Duties of a Leasing Advisor:

Conduct Inbound/Outbound calls daily

Search for Pangea Units in the Chicagoland, Indianapolis and Baltimore area

Schedule appointments for potential tenants to view desirable unit

Data entry

Be knowledgeable on South & West side neighborhoods

Must be able to multitask and adjust quickly to company updates

### Requirements:

Some college

1-2 years of call center experience

1-2 sales

**\*\*Fluent in Spanish Speaking\*\***

Must be flexible. Hours of Operation: Monday-Thursday 7 A.M.- 9P.M., Friday 7 A.M.-8 P.M., Saturday 7A.M.- 7 P.M. Sunday 8:30 A.M. – 5 P.M.

Compensation: \$13 per hour, plus Bonus Tier

One week of Temp full-time schedule during training, with chance for full-time employment afterwards

Apply online at <https://www.pangeare.com/careers>

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## **Resident Care Representative**

Contact Center - Resident Care | Chicago, IL, United States

Are you the type of person to quickly analyze a problem and give a rapid response? Do you enjoy being able to help others? Want to be apart a growing company located in the Downtown Chicagoland area, where you're allowed to be comfortable and wear jeans each day? We are currently seeking individuals who able to handle multiple calls on a daily bases to assist with our Tenants in our Residential Care Department.

\*\*A Day in the Life of a Resident Care Representative: <https://youtu.be/I0gXuKx-sgM>  
\*\*

Duties of a Resident Care:

Interact frequently with field employees to resolve resident issues

Efficiently and accurately navigate the company's online Customer Relationship Management system

Perform thorough troubleshooting of resident issues and relay accurate information to maintenance technicians

Assess situations and deescalate the issue.

Conduct outbound survey calls to gauge resident satisfaction with Work Order completions

Eviction Calls

Billing Inquires

Requirements:

- Some college
- 2 years of call center experience

Must be flexible. Hours of Operation: Monday-Friday 7 A.M.- 7P.M., Saturday 8A.M.- 6P.M. Sunday 9 A.M. -- 5:30 P.M.

Compensation: \$14

- One week of Temp full-time schedule during training, with chance for full-time employment afterwards

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### **Leasing Agent - Chicago**

Field Management | Chicago, IL, United States

Pangea is searching for talented, ambitious, self-directed candidates to work as Leasing Agents. Candidates must be comfortable working in Chicago's south and west side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

- \* Schedule, coordinate, and conduct unit showings with prospective tenants
- \* Meet and exceed monthly leasing targets
- \* Work flexible hours as needed to show units
- \* Navigate, update, and work effectively in PropertyWare software environment
- \* Any projects or additional duties as requested

Qualifications:

- \* 2-year Associates degree highly desired
- \* Good working knowledge of Microsoft Excel and Word
- \* Willing to work very hard, and flexible schedule as needed
- \* Access to reliable automobile – REQUIRED
- \* Background checks will be run as this position deals with cash and potential high stress

Compensation and Benefits:

- \* Base pay will start at \$11 to \$13 an hour, commensurate with qualifications and experience, with the opportunity to earn a leasing bonus of up to \$500/month
- \* Benefits include health insurance, 401(k) with generous company match, two weeks of vacation and five sick days per year.

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## Full Stack Developer

Computers/Software | Chicago, IL, United States

Some of the problems you'll be working on.

- VOIP Telephony Integration.
- Use Lean Analytics to Improve Application Performance.
- Content Management System.
- Customer Relationship Management.
- Workflow Automation.
- Mobile Application Development.
- Automate Money Order & Check Processing.
- Use GPS & Geo-location Data to Improve Route Efficiency.
- Identity & Employment Verification.
- Inventory Management

We've already made a dent in this out dated industry. In the past 2 years we've been able to build.

- Automated Online Application Process
- Predictive Credit Model
- Automated Scheduling System for Lease Signings & Apartment Showings.
- Online Apartment Listing Search
- Content Management System

In 5 years Pangea Real Estate has grown from 0 Apartments, 10 Employees and \$500,000 in revenue to over 10,000 Apartments, 428 Employees, and over \$48,000,000 in revenue! All while helping revitalize troubled neighborhoods and serve the community. Read for yourself:

<http://www.chicagomag.com/Radar/Deal-Estate/May-2012/Pangea-Is-Reviving-Neighborhoods-Building-by-Building/>

[http://www.multifamilybiz.com/PR/1685/Pangea\\_Properties\\_Wins\\_2013\\_Chicago\\_Good\\_Neighbor](http://www.multifamilybiz.com/PR/1685/Pangea_Properties_Wins_2013_Chicago_Good_Neighbor)

Only those interested in writing code that changes industries and changes lives need apply.

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## **Pest Control Technician**

Field Management | Chicago, IL, United States

### Summary:

This is a full-time role that requires performing pest control duties including, but not limited to: \* pesticide application \* proper mixing of chemicals \* covering rodent holes \* placing traps according to safety \* implementing predictive and productive pest control systems and processes to support the achievement of Pangea's business goals and objectives.

### Responsibilities:

- \* Apply pesticides to resident units according to schedules, safety procedures and label instructions.
- \* Cover rodent holes in the interior of resident units as well as the exterior of buildings.
- \* Place appropriate traps where necessary.
- \* Call residents to confirm scheduled services.
- \* Inspect building interior and exteriors regular for signs of infestation.
- \* Fill out necessary documents in accordance to our standards and procedures.
- \* Use supplies in an efficient and cost-effective manner.
- \* Perform regular inspection of the buildings and correct any issues.

### Minimum Requirements:

- \* Must have own tools necessary to carry out essential job duties.
- \* Access to reliable automobile, cell phone, and valid driver's license with insurance.
- \* Honest and able to work in a self-directed, fast-paced environment with minimal oversight.
- \* Computer literacy and smart phone knowledge a must.
- \* Ability to communicate, both oral and written, in the English language.
- \* Basic mathematical and reasoning skills are required.
- \* Must be flexible on hours and able to work overtime and weekends if necessary.
- \* Must possess necessary local and state licenses and certificates.

Physical Requirements: \* Must be able to stand, walk, perform repetitive hand and wrist motions and forearm rotation constantly. \* Must be able to stoop/bend, squat, and reach above shoulder frequently. \* Must be able to twist/turn and push/pull occasionally. \* Must be able to lift and carry 25 pounds occasionally.

### Compensation and Benefits

- \* Base pay start's at \$13/hour, depending on experience and skill.
- \* Benefits include comprehensive insurance plans: medical, dental, vision, short-term disability, long-term disability, life, and 401(k) with generous company match.

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## **Property Manager - Chicago**

Field Management | Chicago, IL, United States

Pangea Real Estate is a privately held real estate owner/operator headquartered in Chicago, IL. Our mission is to be the best property managers on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care, to all our residents. In just over 5 years, our portfolio has grown to over 10,000 apartment units owned and operated in Chicago, Indianapolis, and Baltimore.

Watch this video to learn more about Pangea!

### Qualifications / Minimum Skills to Apply:

- \* 2-year Associates degree
- \* Demonstrable conflict management and problem solving skills
- \* Working knowledge of Microsoft Excel, Word, and mobile communication
- \* Access to reliable automobile – REQUIRED
- \* Willingness to work a flexible schedule, including outside of normal business hours to ensure the zone prospers

### Desired Qualifications:

- \* Property management a plus, but NOT required; training is provided
- \* Experience running/managing a multiple-site retail store/chain
- \* Sales or management experience
- \* Face-to-face customer service experience

### Compensation and Benefits:

- \* Base pay depending on experience, starting at \$41,600 annually
- \* Bonus plan has potential to pay up to \$3,000 annually
- \* Full benefits available for full-time employees
- \* Gas and phone allowance available for eligible full-time employees

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## **Maintenance Technician - Chicago**

Maintenance | Chicago, IL, United States

Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

(Job consists of minor repairs in.)

- Plumbing
- Electrical
- Carpentry
- Flooring
- Concrete/Roofing

Qualifications:

Must have own tools.

Access to reliable automobile, cell phone, and valid driver's license with insurance.

Honest and able to work in a self-directed, fast-paced environment with minimal oversight.

Hard working and flexible on hours if necessary.

Must commit to Pangea full time

Criminal checks will be run.

Computer literacy a plus.

Other Skills A plus:

HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings.

Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections. Appliance repair.

Compensation and Benefits: Base pay starts at up to \$17/hour, depending on experience and skill. Benefits include health insurance, two weeks' vacation and five sick days per year. Bonus of up to \$1000 per year depending on performance. Potential for promotion from within the company. Periodic training and workshops provided.

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## **Operations Analyst**

Operations | Chicago, IL, United States

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Pangea is listed #42 on INC 5000's Fastest Growing Private Companies in America  
#1 Chicago Company and #2 Real Estate company  
Pangea is one of Chicago Tribune's Top 100 Places to work of 2013  
#24 for mid-sized companies (over 1,500 applicants)  
2nd youngest company to win the award  
Pangea is listed #42 on INC Hire Power Awards  
Given to companies positively impacting the economy through job Creation  
#3 in Chicago and #3 in Real Estate

Pangea Real Estate is searching for talented, ambitious, self-directed candidates with strong analytical background to lead our company forward. Successful candidates will hit the ground running, learning the processes, customers, and techniques that will enable them to grow with Pangea. Successful candidates will be able to work effectively in a dynamic, entrepreneurial environment.

### Qualifications / Minimum Skills to Apply:

4-year degree from top 50 university

1 year minimum work experience in Fortune 500, successful start-up, consulting, or finance

Excellent written and oral communication skills

Demonstrate organizational and prioritization skills

An understanding of business process & application of technology in achieving business objectives

Leadership experience and maturity must be demonstrated

Advanced Excel and handling data

Analytical skills, leadership skills, and hands-on implementation and execution skills

Demonstrated experience in working with broad cross-functional teams

### Compensation and Benefits:

Depending on experience; Matching 401K, Medical, Dental, Vision, and more!

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## **Assistant Superintendent of Transportation**

Location: Markham

Office: Revenue Services

Department: Bus Operations

### Job Description:

Under the direction of the Superintendent of Transportation, assists in direct supervision of all aspects of the Transportation section including but not limited to: vacation, holiday and run picks; bus monitor reports; passenger complaints; IBS System; work schedules; daily service; commendations; labor relations.

Prepares and conducts annual performance reviews of Bus Operators. Prepares documentation for issuance and handling of discipline; monitors absenteeism program and prepares daily operation reports including payroll exception tickets.

Other duties as assigned or required.

### Qualifications:

Qualified candidate must have Bachelor's Degree or equivalent, five (5) years experience in transit operations management and must be at least 21 years of age.

Transportation, planning, math & analytical skills are required. Other transit experience and labor relations experience preferred.

Must have, or be able to obtain, a valid Commercial Driver's License, class B.

Candidate must have: excellent verbal and written communication skills; problem solving skills; knowledge of safety and training; customer relations expertise; computer skills; ability to maintain confidentiality and ability to be decisive and accurate.

Qualified candidate must have a good work history.

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**Chief Information Officer**

Location: Arlington Heights

Office: Internal Services

Department: Information/Technology

**Job Description:**

Reporting directly to the Deputy Executive Director of Internal Services, the role of the Chief Information Officer is to plan and direct all operational activities of the Information Technology Department, as well as provide direction and support for information technology solutions that enhance mission-critical business operations. The CIO provides vision and leadership for information technology initiatives across all areas of Pace; oversees the development and maintenance of a long-range information technology strategic plan ensuring it aligns with the business objectives of Pace; and directs the planning and implementation of enterprise information technology systems in support of business operations in order to improve public transit service development. The CIO is responsible for the change management of processes required for the support of Oracle E-Business Suite systems necessary for business operations. This individual collaborates directly with the executive management team and decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of Pace. The CIO has responsibility for and manages all information technology assets, including telecommunications, hardware, software and data. In addition, a primary role of the CIO is to administer budgetary compliance and management oversight for multiple information technology projects normally totaling several million dollars annually.

**Qualifications:**

University degree in the field of computer science or business administration and/or 10-20 year's applicable work experience. Master's degree in either of these fields or Master of Business Administration with technology as a core component preferred. 10-20 year's experience managing and/or directing an IT operation. Proven leadership capable of directing the Information Technology Department for one of the nation's largest public bus transportation companies, the largest provider of paratransit service in the United States, one of the largest vanpool programs in the nation and the regional ridesharing administrator for Northeastern Illinois. Experience in strategic planning and execution.

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### **Department Manager, Purchasing**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

**Job Description:** Under the direction of the Chief Procurement Officer, Purchasing, the position is responsible for procuring materials, supplies, construction and services, through appropriate procurement methods to meet established priorities within the confines of regulations. Directs and manages the procurement staff to ensure timely, efficient, and effective contract awards with approval authority up to \$50,000 in order to support the business objectives of Pace. Exercises sound and rational judgment in application of established procurement principles. Maintains policies and procedures in compliance with governing Federal, State and Regional Transportation Authority (RTA) regulations. The position is required to apply principals of the FTA Circular for all procurements funded by the Federal Government and Regional Transportation Authority, respond to FTA and to RTA audits ensuring all audit deficiencies are addressed. This position at times will represent the Chief Procurement Officer for all Procurement matters. Duties include, but are not limited to, planning, assigning and coordinating the work of the procurement team members; assessing personnel needs, schedules and staff accordingly to ensure timely completion of procurements. Establish goals and objectives for the department and responsible for directing special projects. Participate and assist with the preparation of the annual budget. Manage the formulation of overall objectives, policies and necessary standard operating procedures for the procurement staff and department end users. Responsible for establishing and managing performance measurements, management reports, compiling information, and making recommendations for action. Practice excellent customer service and provide feedback to the end users on status of requisitions and other procurement matters. Act as lead negotiator for complex and highly-visible procurements. Prepares and administers a training program for new staff and monitors progress.

**Qualifications:** Qualified candidate must have a Bachelor's Degree and have ten years of progressively more responsible purchasing experience. Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

Apply online at

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## **Inventory Controller II**

Location: Waukegan

Office: Internal Services

Department: Materials Management

### **Job Description:**

Under the direction of the Department Manager, Materials Management will be responsible for maintaining all records utilizing the Oracle system, Fuel Force and Fleetwatch, handling incoming and outgoing shipments, issuing parts to mechanics, evaluating parts usage from equipment repair orders, handling bus down situations, reviewing stock levels, preparing reorder notices to replenish and maintain inventory levels, verifying cycle counts, preparing requisitions, preparing and issuing transfers, maintaining MRO inventory balances, maintaining fluid levels, monitoring gas readings, maintaining a clean and organized stockroom, developing and maintaining good written and verbal communications and good rapport with the Superintendent of Maintenance, maintenance staff, Materials Management personnel, vendors, Buyer Planners, Accounts Payable and mechanics. Responsible for traveling to various locations for parts pick up on an as needed basis and other duties as assigned.

### **Qualifications:**

Qualified candidate must possess typing/word processing skills equivalent to the level of an Inventory Controller.

One (1) to two (2) years progressively responsible transit experience is required. Having stockroom operations experience is helpful.

Experienced with the Oracle system and proficient in personal computer, word processing and spreadsheets are preferred. Good verbal and written communications skills are required.

Must possess the ability to lift 75 lbs. and possess or be able to obtain Forklift certification.

Must be at least twenty-one (21) years old and possess a valid Illinois Drivers License. Must be able to work independently and maintain a high level of confidentiality. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=722](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=722)

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