



**Career Opportunities: Bakery Service Team Member (131709)**

Req ID 131709 - Posted 03/30/2015 - Store - Midwest - IL, Chicago - Lincoln Park (10252) - Team/Department (1) - Part-Time - Store - Team Member - United States

**SUMMARY:**

As a member of our Bakery Team, your role will include setting and maintaining attractive bakery displays, preparing and serving products and supporting the regional Bakery vision. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members. The Bakery departments may include artisan bread, cakes, pastry, gelato, juice and coffee bars.

**REQUIREMENTS:** - Knowledge of bakery products and customer service experience preferred. - Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers. - Ability to follow instructions and procedures. - Ability to sell proactively. - Aptitude to gain extensive product knowledge. - Ability to visually examine products for quality and freshness. - Effective time management skills. - Strong work ethic and integrity. - Proper handling of knives and other cutting equipment. - Available for flexible scheduling to meet the needs of the department.

**Essential Job Functions:**

- Stand and walk for extended periods of time.
- Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat.
- Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds.
- Repetitive use of hands for grasping, pushing, pulling, and fine manipulation.
- Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled.

Close Date: 04/10/2015

Apply online at

[https://career4.successfactors.com/career?career\\_ns=job\\_listing&company=WFM&navBarLevel=JOB\\_SEARCH&rcm\\_site\\_locale=en\\_US&career\\_job\\_req\\_id=131709&jobPipeline=Indeed](https://career4.successfactors.com/career?career_ns=job_listing&company=WFM&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&career_job_req_id=131709&jobPipeline=Indeed)

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## **UBERX DRIVER PARTNER (PART TIME INDEPENDENT CONTRACTOR)**

Posted in Chicago, Illinois

Posted on March, 11, 2015

Who we are: We are a technology platform that makes it easy to get a ride around town. People who want flexible schedules can partner with Uber as part-time independent contractors. With Uber, you can make up to \$20+/hour in fares just for driving your own car. Driving with Uber is a great way to earn cash on your schedule. Only drive and earn when you have time, whether you're a student, working somewhere part time, or looking for that perfect entry-level gig.

What you need to know:

**EARN GREAT MONEY:** Make up to \$20+/hour.

**FLEXIBLE SCHEDULE:** Make your own schedule as an independent contractor: part-time, full-time, daytime or night. **GETTING STARTED IS EASY:** Signing up is quick & easy! **GET PAID WEEKLY:** Get checks deposited into your bank account weekly.

Requirements: You're at least 21 years old

You have a 4-door vehicle, 2001 or newer

You have a driver's license and insurance

You're friendly and excited to earn money on your schedule!

What you do: Uber is looking for driver-partners who like to drive and want to help our community of riders get around safely and quickly. To start, you'll need a clean driving record, like meeting people, and have a car that is 2001 or newer. Once you get approved as an Uber partner, we'll connect you with our network of riders through a smartphone app. When they request a ride you'll simply pick them up, take them wherever they're going, and get paid in fares. It's a simple and very flexible way to make money on your schedule. Also, while not required, if you have previous employment experience in customer service, restaurant industry (including barista, bartender, server, waiter/waitress), retail, brand ambassador, hospitality, sales or admin - that's always plus. This is a great opportunity for individuals seeking out entry-level work, for people currently work from home, students, seasonal workers, interns, or contract workers looking to supplement their income.

This posting is for independent contractors partnering with Uber.

Apply online at [http://jobs.uberdrivingpartners.com/UberX-Driver-Partner-Part-Time-Independent-Contractor-Chicago-IL-37366847?rx\\_job=37366847&rx\\_source=Indeed&rx\\_campaign=Indeed460&rx\\_group=275&utm\\_source=rcx-Indeed&utm\\_medium=image\\_copy\\_partp2p&utm\\_campaign=rcx-Indeed\\_1\\_7\\_chicago\\_d\\_all\\_acq\\_fix\\_en\\_pt\\_transportation\\_driver&rx\\_medium=cpc](http://jobs.uberdrivingpartners.com/UberX-Driver-Partner-Part-Time-Independent-Contractor-Chicago-IL-37366847?rx_job=37366847&rx_source=Indeed&rx_campaign=Indeed460&rx_group=275&utm_source=rcx-Indeed&utm_medium=image_copy_partp2p&utm_campaign=rcx-Indeed_1_7_chicago_d_all_acq_fix_en_pt_transportation_driver&rx_medium=cpc)

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**Job Title: Public Service Administrator - Opt 6**

Agency: Children & Family Services

Closing Date/Time: Mon. 04/13/15 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 1548006-481244

**Minimum Requirements:**

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

**Work Hours & Location/Agency Contact:**

Work hours: Monday through Friday 8:30 AM to 5:00 PM

Location: DCFS, Team 6C0353, 1026 S Damen, Chicago, IL 60616

SUBMIT BIDS TO: Tracey Hardrick, Personnel Liaison / Bureau of Operations - Cook  
1911 S. Indiana, 10th Floor, Chicago, Illinois 60616

Phone: 312-328-2509 Fax: 312-328-2570

Email: [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)

**How to Apply:** This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).  
Option 6 - Health & Human Services

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**Job Title: Unemployment Insurance Adjudicator III**

Agency: Employment Security

Closing Date/Time: Tue. 04/14/15 5:00 PM Central Time

Salary: \$3,792.00 - \$5,601.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 3

Plan/BU: RC062

Bid ID#: RCRA 11569

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, serves as a highly skilled specialist engaged in the collection of overpayments from TOP, State Comptroller, payment agreements, checks, credit cards, other state offset programs and any other method of overpayment recovery.

**Minimum Requirements:**

Requires knowledge skill and mental development equivalent to completion of four years college with major courses in the social sciences and two years of professional experience in investigation and analysis, adjudication or business math; requires extensive knowledge of those provisions of the UI Act impacting on area of responsibility; requires ability to effectively communicate with employers and clients; provide for the prompt and effective allocation of UI funds and the ability to effectively organize and analyze pertinent information to provide for the determination of claimant benefits. Requires ability to use a PC with related software packages (database, word processing, spreadsheets, e-mail, etc.)

Work Hours & Location/Agency Contact: WORK LOCATION: Central Office

Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY: IDES RECRUITMENT & SELECTION

33 S. State Street - 8th Floor Chicago, IL 60603

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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### **Clinical Dietitian**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

#### Description:

Assess the patients' nutritional status for maintenance or intervention. Coordinates, plans, and counsels patients and their families in nutritional principals, food plans, and patterns of food selection that are tailored to the individual's lifestyle.

Develops patient educational material for distribution. Conducts meal rounds at meal time to assess acceptance of meals and to handle any problems with the meal service.

Full Time – 8 a.m.-4 p.m. Required to work every other weekend

EOE

"A Tradition of Caring" since 1904.

#### Requirements:

Bachelor's degree in Nutrition or related field.

Registered and Licensed Illinois Dietitian.

Minimum 2 year hospital dietitian experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

**Email:** [employment@stbh.org](mailto:employment@stbh.org)

**Fax:** (773) 962-0034

**Mail:**

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## **Cook**

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### Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

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### Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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### **Custodian**

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#### Description:

The Custodian 1 is responsible for cleanliness and sanitation of assigned areas. S/he is responsible for the care and maintenance of equipment, furniture and fixtures.

S/he performs routine cleaning tasks of repetitive nature following established schedules and using prescribed methods.

The Custodian 1 works semi-independently under limited supervision.

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#### Requirements:

High School diploma or GED or combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position. Minimum of 2 years of hospital custodial experience is required. Excellent verbal and interpersonal skills are essential. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Food Service Worker

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### Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

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### Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Security Officer

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### Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

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### Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

(Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## **Patient Care Technician**

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### **Description:**

Perform various direct patient care activities under the supervision of a Registered Nurse. Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

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### **Requirements:**

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Registered Nurse

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### Description:

Evaluates, plans, implements, and documents nursing care for an assigned patient population. Assists physicians during examinations and procedures. Performs various patient tests and administers medications within the scope of practice of a registered nurse. Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills. We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan.

EOE

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### Requirements:

Requires an associate's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## **RN-UR Clinical Case Manager**

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### **Description:**

This position is responsible for coordinating the continuum of care activities for our patients from admission to discharge as well as reviewing for optimum utilization of resources.

Efficient collaboration and communication with physicians, nurses, and other members of the health care team will be used to achieve desired patient outcomes.

EOE

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### **Requirements:**

Registered Nurse license in state of Illinois

Minimum of 2 years of clinical utilization review experience in acute care setting.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

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## Ultrasound Technologist

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

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### Description:

The Ultrasound Technologist performs diagnostic sonographic examinations utilizing ultrasonic equipment to locate, evaluate, and record critical functional, pathological, and anatomical data.

S/he schedules and coordinates tests; records test results, and prepare and maintain operational logs. The Ultrasound Technologist calibrates and maintains equipment and orders supplies when needed.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

Graduate from an AMA approved school of Radiologic Technology

A.R.R.T. certification required.

ARDMS (American Registry of Diagnostic Medical Sonographers) certificate.

Experience in performing NT (Nuchal Translucency) procedure.

Minimum of 2 years of Ultrasound Technologist experience

Meditech computer experience is a plus.

Knowledge and ability to use automated and conventional radiology equipment.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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**Teller - Part time - La Salle St North - Chicago, IL-150029880**

**Job Description**

Play a vital role in the customer banking experience at Chase! As part of JPMorgan Chase, a leading global financial services firm, Chase has over 5,000 locations where our Tellers are the first and most frequent point of contact with our customers.

Through face-to-face interactions with customers, you will have the opportunity to provide top-notch customer service by handling financial transactions accurately and efficiently. As a Teller with Chase, your day will be spent having professional and friendly interactions with both customers and Chase team members.

Additionally, you have the opportunity to help grow the firm and further help customers by introducing them to a banker. Tellers who are successful in making referrals will be eligible for great monthly incentives.

**Qualifications**

Minimum 6 months cash-handling experience is required, unless post-high school degree program is completed or currently being pursued

Strong customer service skills

Ability to work well in a team environment to service customers

Problem solving skills

Ability to follow procedures

Strong listening and verbal communication skills

Detail-oriented and organized

Ability to multi-task

High school degree, GED or foreign equivalent required

Ability to work branch hours, including weekends and some evenings

JPMorgan Chase is an equal opportunity and affirmative action employer

Disability/Veteran.

**Job Client Associate/Teller**

Primary Location US-IL-Chicago-La Salle St North / 53231

Organization CONSUMER & COMMUNITY BANKING

Schedule Part-time

Job Type Standard

Shift Day Job

Travel No

Corporate Brand Chase

Apply online at <https://jpmchase.taleo.net/careersection/2/jobdetail.ftl>

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**Teller - Part time - Cicero and 79th- Chicago, IL (Spanish Preferred)-  
150029722**

Job Description: Play a vital role in the customer banking experience at Chase! As part of JPMorgan Chase, a leading global financial services firm, Chase has over 5,000 locations where our Tellers are the first and most frequent point of contact with our customers. Through face-to-face interactions with customers, you will have the opportunity to provide top-notch customer service by handling financial transactions accurately and efficiently. As a Teller with Chase, your day will be spent having professional and friendly interactions with both customers and Chase team members. Additionally, you have the opportunity to help grow the firm and further help customers by introducing them to a banker. Tellers who are successful in making referrals will be eligible for great monthly incentives.

JPMorgan Chase is an equal opportunity and affirmative action employer M/F/Disability/Veteran.

**Qualifications**

Minimum 6 months cash-handling experience is required, unless post-high school degree program is completed or currently being pursued

Strong customer service skills

Ability to work well in a team environment to service customers

Problem solving skills

Ability to follow procedures

Strong listening and verbal communication skills

Detail-oriented and organized

Ability to multi-task

High school degree, GED or foreign equivalent required

Ability to work branch hours, including weekends and some evenings

JPMorgan Chase is an equal opportunity and affirmative action employer

Disability/Veteran.

Job Client Associate/Teller

Primary Location US-IL-Chicago-Cicero and 79th / 10581

Organization CONSUMER & COMMUNITY BANKING

Schedule Part-time

Job Type Standard

Shift Day Job

Travel No

Corporate Brand Chase

Apply online at <https://jpmchase.taleo.net/careersection/2/jobdetail.ftl>

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## **WebMethods Applications Developer, Associate- Chicago-150021131**

### Job Description

The selected candidate will be responsible for building & supporting solutions on JPMC's Host to Host platform using agile development methodologies on webMethods & Java technologies. The candidate will analyze the business release requirements, prepare functional and technical specifications by working alongside with business analyst, product teams and architecture teams to build solutions using SoftwareAG webMethods product suite in application Integration projects. The candidate will be implementing migration of existing webMethods versions to an upgraded webMethods versions. Support webMethods platform and various pre production environments to ensure the solutions provided work seamlessly. Work with offshore team to track release deliverables.

### Qualifications

Bachelor's degree or equivalent in Computer Science, Computer Information Systems, or a related field.

Minimum of 2 year webMethods development or architecture experience, or related experience. 2 years of Java and SQL development.

Background in Web Services, including webMethods development and architecture.

Must have experience utilizing the webMethods product suite, including Integration Server, Trading Networks, Designer, Developer, Broker and MWS.

Experience with the EAI, B2B software development lifecycle.

### Nice to have

Desired experience in the following tools and technologies: Agile Software Development, webMethods product suite, Linux, Oracle, SQL Developer, XMLSpy, Eclipse and Ant.

JPMorgan Chase offer an exceptional benefits program and a highly competitive compensation package.

JPMorgan Chase is an Equal Opportunity and Affirmative Action Employer, M/F/D/V.

### Job Applications Development

Primary Location US-IL-Chicago-300 South Riverside / 10574

Organization CORPORATE & INVESTMENT BANK

Schedule Full-time

Job Type Standard

Shift Day Job

Travel No

Corporate Brand J.P. Morgan

Apply online at <https://jpmchase.taleo.net/careersection/2/jobdetail.ftl>

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**Client Processing Specialist - Wholesale Loan Operations | Chicago, IL-150033958**

Qualifications:

- Excellent interpersonal and written/verbal communication skills
- 2-4 1-2 years of experience servicing and booking loans on Loan IQ, ACBS or AFS
- Ability to solve problems and make risk assessment decisions
- Ability to effectively multi-task and prioritize workloads while working within tight service levels
- Strong organizational and time management skills
- Highly motivated self-starter
- Basic knowledge of the JPMC standard system, Loan IQ/Exposure Now/Client Central/Intralinks/ARC applications preferred
- Attention to detail and accuracy in processing work
- Works with sense of urgency; seeks out and adapts to best practices; seeks constant improvement; motivated by personal and departmental goals
- Candidates are comfortable on the phone; possess a desire to own and resolve items; pleasant and professional demeanor
- Readily share information with peers and managers; can coach others; willing to assist wherever needed; works toward team success and goals
- Proficient in use of all MS Office programs; can navigate multiple applications making use of shortcuts; can quickly adopt new systems

JPMorgan Chase is an equal opportunity and affirmative action employer M/F/Disability/Veteran.

JPMorgan Chase offers an exceptional benefits program and a highly competitive compensation package.

Job Loan Processor

Primary Location: US-IL-Chicago-Chase Tower Chicago / 10468

Organization COMMERCIAL BANK

Schedule Full-time

Job Type Standard

Shift Day Job

Corporate Brand Chase

Apply online at <https://jpmchase.taleo.net/careersection/2/jobdetail.ftl>

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## **Applications Developer- Performance Engineer-150019591**

Applications Developer- Performance Engineer will be responsible for some of the following functions:

- Develops performance test strategies
- Performs in-depth technical root cause analysis for high priority issues spanning all technology layers/stacks
- Constructs data models/projections for estimation
- Analyzes performance test results to evaluate impacts on production infrastructure and make comparisons with previous release benchmarks
- Mentors junior developers and engineers
- Works with cross functional project teams to define performance metrics and acceptance criteria
- Models technical requirements to evaluate performance impacts

### Qualifications

- A bachelor's degree in Computer Science or related field is preferred
- 5 or more years of experience in the field of application development and/or performance management
- 5 or more years in hands-on development using HP LoadRunner
- Must have excellent problem solving and critical thinking skills
- Financial industry experience is a plus
- Expert written and communication skills
- Experience with standard profiling/monitoring tools – Dynatrace, Jprobe, Wily Introscope, etc.
- Expertise with various programming languages/concepts (JAVA, J2EE, Java Script, JSON, AJAX, Spring, HTML5, etc.)

JPMorgan Chase is an equal opportunity and affirmative action employer  
Disability/Veteran.

### Job Applications Development

- Primary Location US-IL-Chicago-300 South Riverside / 10574
- Other Locations US-NJ-Jersey City-NOC 5 - 575 Washington / 02969
- Organization CORPORATE & INVESTMENT BANK
- Schedule Full-time
- Job Type Standard
- Shift Day Job
- Corporate Brand JPMorgan Chase & Co.

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**Teller - Part time - Midway District - (Cicero & 79th, Pilsen, S Archer)-  
150034102**

**Job Description**

Through face-to-face interactions with customers, you will have the opportunity to provide top-notch customer service by handling financial transactions accurately and efficiently. As a Teller with Chase, your day will be spent having professional and friendly interactions with both customers and Chase team members.

Additionally, you have the opportunity to help grow the firm and further help customers by introducing them to a banker. Tellers who are successful in making referrals will be eligible for great monthly incentives.

**Qualifications**

- Minimum 6 months cash-handling experience is required, unless post-high school degree program is completed or currently being pursued
- Strong customer service skills
- Ability to work well in a team environment to service customers
- Problem solving skills
- Ability to follow procedures
- Strong listening and verbal communication skills
- Detail-oriented and organized
- Ability to multi-task
- High school degree, GED or foreign equivalent required
- Ability to work branch hours, including weekends and some evenings
- JPMorgan Chase is an equal opportunity and affirmative action employer
- Disability/Veteran.

**Job Client Associate/Teller**

- Primary Location US-IL-Chicago-Cicero and 79th / 10581
- Other Locations US-IL-Chicago-S Archer Ave / 57794, US-IL-Chicago-Pilsen / 57415
- Organization CONSUMER & COMMUNITY BANKING
- Schedule Part-time
- Job Type Standard
- Shift Day Job
- Travel No
- Corporate Brand Chase

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**NEIGHBORHOOD SERVICES MANAGER \$70,223.00-\$91,290.00**

30-MARCH-2015

DEVELOPMENT CUSTOMER SERVICE/HOUSING CDBG

**QUALIFICATIONS** Knowledge of: Operational characteristics, services and activities of a Housing and rehabilitation program. Modern and complex principles and practices of program development and administration. Principles of municipal budget preparation and control. Principles of supervision, training and performance evaluation. Community Development Block Grant programs. Village, State and Federal anti-discrimination policies. Village housing code enforcement policies, programs and procedures. Marketing theories, principles and practices and their application to community development programs. Basic construction practices and procedures. Housing rehabilitation grant and assistance programs. Basic accounting and economics. Pertinent Federal, State, and local laws, codes and regulations. Ability to: Manage and coordinate the work of lower level staff. Select, supervise, train and evaluate staff. Interpret, explain and enforce Village Housing policies and procedures. Prepare clear and concise reports. Coordinate multiple projects at one time. Communicate with a wide range of cultures and personalities. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Maintain regular attendance at work Ability to attend evening and weekend meetings as needed. Maintain effective audio-visual discrimination and perception needed for: Making observations ,Communicating with others ,Reading and writing, Operating assigned equipment, Maintain mental capacity which allows the capability of: Making sound decisions, Demonstrating intellectual capabilities.

**Experience and Training Guidelines**

**Experience:** Five years of increasingly responsible experience in rehabilitation program implementation, including two years of administrative and supervisory responsibility.

**Training:** Possession of a Bachelor's degree from an accredited college or university with major coursework in business management, urban planning, public administration, accounting, economics or a related field.

**LAST DATE FOR ACCEPTANCE OF APPLICATIONS: OPEN UNTIL FILLED**

Applicants can visit our website at [www.oak-park.us](http://www.oak-park.us) . Submit applications/resumes to HR, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302, [careers@oak-park.us](mailto:careers@oak-park.us) or by fax 708-358-5107. The applicant selected for employment must successfully pass a criminal background investigation, reference check, and a pre-employment physical that includes a drug screen. The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.

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