



**Job Title: Physician Specialist - Option C - Opt 18**

Agency: Human Services

Closing Date/Time: Tue. 06/23/15 4:00 PM Central Time

Salary: \$12,177.00 - \$17,375.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-81-81383

Description of Duties/Essential Functions Benefits Supplemental Questions  
As a primary physician specializing in the field of psychiatry, this position will be assigned Facility Wide. Conducts evaluations, orders and interprets lab tests and other medical and clinical diagnostic procedures; prescribes medications and other therapeutic treatment procedures. Performs medical exams; makes medical diagnosis and provides treatment and services to patients. Serves on a treatment team, evaluates patient progress and provides individual group and family therapy. Serves as a unit Psychiatrist and coordinates medical audits or medical program reviews and evaluations. Provides specialized medical consultative or program and policy advisory services. Serves on medical committees.

**Minimum Requirements:**

Requires an Illinois Licensed Physician with Board Eligible in Psychiatry.

Work Hours & Location/Agency Contact: 08:00am - 4:00pm

Elgin Mental Health Center - Facility Wide

CONTACT INFORMATION: Human Resource Office

Elgin Mental Health Center, 750 S St St., Elgin, IL 60123 Fax: 847-429-4933

**How to Apply:**

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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 18 - Psychiatry & Neurology**

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**Job Title: Plant & Pesticide Specialist I**

Agency: Agriculture

Closing Date/Time: Wed. 06/24/15 5:00 PM Central Time

Salary: \$4,144.00 - \$6,033.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: IDOA 1619

**MUST RESIDE IN KANE COUNTY.**

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in entomology, horticulture, botany agronomy or related fields and requires 6 months professional experience in a related field or successful completion of an approved training program; requires working knowledge of the effects of pesticides on plants and the environment and of federal and state laws and regulations governing the use and application of pesticides. Requires ability to climb, lift and carry a minimum of 50 lbs. of weight, work in environments with dust, work outside during all seasons. Requires ability to travel and be on travel status when instructed. Requires ability to drive for long periods of time. Requires a valid drivers license. Requires ability to establish and maintain harmonious working relationships with associates and general public. Requires ability to compile reports and maintain records. Requires an appropriate valid driver's license.

Work Hours & Location/Agency Contact: 8:00 a.m. - 5:00 p.m.

Bureau of Medicinal Plants / Kane County Residency Required

Contact: IDOA/Bureau of Human Resources

PO Box 19281 - IL State Fairgrounds. Springfield, IL 62794-9281 217-785-5099

**How to Apply:**

Submit bid form, copy of CMS-100 or 100B, copy of most recent evaluation to IDOA's HR Office by the close of business on final date to apply. It is the applicant's responsibility to determine eligibility w/ CMS prior to final date to apply.

If you do not have a current grade, you must submit a CMS-100 to CMS where they will grade your application based on training/experience indicated on the application. To ensure timely grading, it is recommended that you include a copy of this posting when submitting your application.

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**Job Title: Public Aid Eligibility Assistant**

Agency: Human Services

Closing Date/Time: Mon. 06/22/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-91-91045

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30am-5:00pm  
South Suburban FCRC, 3301 Wireton Road, Blue Island, IL 60406

Please submit CMS 100 (revised 10/2014) applications and bid form to:  
Bureau of Employee Services  
Lisa Horsley  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
FAX: 217-524-2116

**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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**Job Title: Rehabilitation Workshop Instructor II**

Agency: Human Services

Closing Date/Time: Tue. 06/23/15 4:00 PM Central Time

Salary: \$3,357.00 - \$4,825.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-81-90909

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, performs para-professional duties involving the training and supervision of clients in the Forensic Workshop at the Elgin Mental Health Center; ensures that goals are met and subcontract requirements are followed.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of two years of college with courses in rehabilitation, psychology, sociology or related field or four years high school and two years experience in a rehabilitation workshop or related field.

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

Shift: 8 am - 4 pm (Mon-Fri)

Location: Elgin Mental Health Center - Forensic Workshop

**CONTACT INFORMATION:**

Human Resource Office

Elgin Mental Health Center

750 S State St., Elgin, IL 60123

Fax: 847-429-4933

**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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**Job Title: Security Officer Sergeant**

Agency: Human Services

Closing Date/Time: Tue. 06/23/15 4:00 PM Central Time

Salary: \$3,625.00 - \$5,396.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC029 Bid ID#: 10-81-85193

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Security Chief, serves as shift commander on an assigned shift in Facility Security Services of Elgin Mental Health Center; provides leadership and directs and supervises lower security staff engaged in the provision of safety and protection services for persons and property; serves as shift fire protection coordinator and liaison with Elgin Fire Department; provides documentation of incidents for facility records according to policies and procedures and accreditations standards.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of high school; requires two years of experience in safety and protection service; requires knowledge of facility security, regulations and physical restraint techniques; requires knowledge of emergency response procedures including fire safety and controls; requires knowledge of supervisory practices. Requires a valid Illinois drivers license.

Work Hours & Location/Agency Contact: Shift: 7:00 a.m. - 3:00 p.m.  
Elgin Mental Health Center - FTP/Security Department

CONTACT INFORMATION: Human Resource Office  
Elgin Mental Health Center  
750 S State St., Elgin, IL 60123  
Fax: 847-429-4933

**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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**Job Title: Staff Development Specialist I**

Agency: Human Services

Closing Date/Time: Mon. 06/22/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-91-90783

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30am-5:00pm  
Stroger, 600 South Hoyne, Chicago, IL 60612

Please submit CMS 100 (revised 10/2014) applications and bid form to:  
Bureau of Employee Services  
Lisa Horsley  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
FAX: 217-524-2116

**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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**Job Title Coordinator, Rail Car Appearance / CTA**

Location Oak Park, IL, US

Job Type Full - Time Permanent

Department Rail Car Appearance

**Position Summary**

SALARY TARGET IS \$61,813.12. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Front line supervisors ensuring cleanliness of CTA's fleet of rail cars by coordinating, supervising and overseeing rail car servicers and other staff assigned to the section. Maintains quality standards of cleanliness for our customers in the areas of terminal platforms, rail yards, terminal routes and campaign activities.

**EDUCATION/EXPERIENCE REQUIREMENTS**

High school diploma required. Experience as a Car Servicer, other applicable vehicle or facility maintenance experience, or janitorial related experience preferred. Experience supervising large workforce, particularly in a union environment preferred. Must possess a valid driver's license. Required to pass current Rail Safety Training certification.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge with collective bargaining agreements and with union contract provisions governing Car servicers, a plus. Must possess excellent customer service skills. Team player, reliable, dependable, able to multi-task and work under pressure and meet deadlines. Proficient in Microsoft Word and Excel, PowerPoint preferred. Must have excellent verbal and written communication skills.

Applicants, if hired, must comply with CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

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Job Title Machinist (Rail)  
Location Skokie, IL, US  
Job Type Full - Time Temporary  
Department Rail Operations

### Position Summary

**SALARY TARGET: \$44.35 PER HOUR**

Performs all mechanical work on rail car and non-revenue equipment, parts production and repair.

### EDUCATION/EXPERIENCE REQUIREMENTS

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration.

Required to furnish the essential hand tools used on this job.

Required to perform the physical activities associated with this position.

Required to possess a minimum of five years verifiable experience as a machinist in a recognized machine shop.

This is a bargained for position and is not subject to CTA's residency ordinance.

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**Job Title Coordinator, Quality Improvement - Bus**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Bus Operations

SALARY TARGET IS \$71,225.00. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Under general supervision, assists in the operational, administrative, and technical functions of the Bus Quality Improvement department. Monitors all light and/or heavy repair functions and implements department goals and objectives to ensure bus availability and safety meet Authority requirements and standards.

**EDUCATION/EXPERIENCE REQUIREMENTS:** Bachelor's Degree in Electrical or Mechanical Engineering, or a combination of education and experience relating to this position. Required to possess a CDL. Required to have valid Illinois driver's license and be authorized to use personal vehicle for CTA business. Required to become third rail safety qualified in the event response is required to assist in a rail emergency.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Detailed knowledge of the use of mechanical, hand, power, electrical, and electronic tools and troubleshooting devices and troubleshooting and diagnostic techniques. Working knowledge of electrical, electronic, hydraulic, pneumatic, and refrigerant symbols needed to read and use all documentation for the maintenance, repair, and installation of all related revenue vehicle equipment and components. Working knowledge of related safety practices and procedures. Working knowledge of the methods of inspecting, testing, and measuring revenue vehicle parts, equipment, components, and systems for adherence to specifications procedures, and standards. General knowledge of electrical principles and theories, and how they relate to revenue vehicle systems. Strong oral and written communication skills. Ability to lead effectively in a team environment. Ability to coach and mentor personnel.

Applicants, if hired, must comply with CTA's residency ordinance.

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**Job Title Bus Operator**

Location Chicago, IL, US

Job Type Part - Time Temporary

Department Bus Operations

SALARY TARGET: \$16.12 - \$32.35 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Operates a bus over an established route adhering to predetermined schedule in a safe, efficient and courteous manner to allow passengers to board, travel and alight at scheduled stops.

**EDUCATION/EXPERIENCE REQUIREMENTS:** Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to be at least 21 years of age. Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with the following three endorsements: KNOWLEDGE, PASSENGER and AIR BRAKES. Must possess a High School diploma or GED equivalent.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Possess customer service experience or skills to provide outstanding customer service to passengers. Must possess a comprehensive knowledge of the rules, regulations and procedures relative to the operation of surface vehicles. Must possess a comprehensive knowledge of pertinent state and municipal traffic laws. Must possess the skills necessary to accurately read and interpret bus schedules. Must possess a thorough knowledge of the fare structure, transfer regulations and the rules and procedures governing Bus Operators. Required to possess a knowledge of arithmetic. Required to speak in a clear and accurate manner. Must possess a thorough knowledge of the preparation and usage of applicable transportation forms.

This is a bargained for position and is not subject to CTA's residency ordinance.  
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**DIRECT STORE DELIVERY DRIVERS (CORPORATE OFFICE)**

Under the direction of the Director of Sales & Marketing, delivery drivers needed to deliver pizza and other food products on a DSD (direct store delivery) basis. Responsible for delivering, stocking and merchandising product at assigned grocery store accounts within territory amongst other miscellaneous duties. Monday – Friday, but ability to work weekends as needed. Early 5 AM start time.

QUALIFICATIONS: Must have DSD (or similar delivery route driver) experience; Drug screening test required; Must be mature and have a clean driving record; CDL license required. Salary is dependent upon experience. Resumes are now being considered for IMMEDIATE hire.

**RESTAURANT STAFF (O’HARE AIRPORT and CHICAGO LOCATIONS)**

Restaurant management positions include overseeing and managing the day to day operations of our carry-out & delivery restaurant operations. This includes, but is not limited to employee training & supervision, maintenance and submittal of paperwork and ensuring the integrity and quality of our product, as well as superior customer service. Restaurant employee positions include food preparation, taking orders and overall customer service. We are now taking applications for all of our restaurant locations.

**RESTAURANT DELIVERY DRIVERS (CHICAGO LOCATIONS)**

Under direction from restaurant manager, driver must deliver pizzas to customers and goods to/from corporate office within specified times. Must have own vehicle, car insurance and valid driver’s license and clean driving record.

**HOW TO APPLY:**

If you would like to be considered for opportunities with Reggio’s Pizza, Inc., you may complete an application at our office Mondays – Fridays from 9:00 AM to 3:30 PM

Reggio’s Pizza, Inc.  
340 West 83rd Street  
Chicago, IL 60620  
(773) 488-1411

Vacancies occur throughout each year; however, the vacancies do not equal the number of qualified applicants. If an appropriate position becomes available, your application will be considered and you will be contacted for an interview. Applications are kept on file six months from the day that you apply. Reggio’s Pizza, Inc. is an equal opportunity employer.

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**Attendant -DISTRICTWIDE (Summer Seasonal) REPOST Job ID: 2178**

Closing Date: 6/24/15

Custodial/Attendant (S)

Date Posted: 6/10/2015

Location: DISTRICTWIDE

Region: Districtwide

Along with new applicants, this posting is also intended for returning Attendants (from 2014).

**CHARACTERISTICS OF THE CLASS**

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

**Knowledge, Skills and Abilities:**

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU Local 73      Career Service      EEO: Service-Maintenance      FLSA:  
Non-Exempt

Salary: \$13.64 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Music Instructor -Part Time REPOST Job ID: 2173**

Date Posted: 6/8/2015 Closing Date: 06/29/2015

Cultural/Music Instructor (H) Location: Marquette Park Region: South

THIS POSITION IS BUDGETED UP TO 20 HOURS A WEEK.

EXAMPLES OF DUTIES: Plans and implements a course curriculum for the instruction of musical activities in one or more related areas of specialization. Provides instruction and supervision for Park District patrons involved in music activities. Demonstrates proper techniques and skills for musical activities. Adapts program to reflect differing levels of participant skill development. Organizes, promotes and directs musical groups, clubs, choruses, bands, concerts and demonstrations sponsored by the Park District. Collaborates with recreation staff or other Park District personnel on special projects, including day camp programs. Encourages creativity in participants. Communicates constructively with participants, parents, volunteers and the community. Consults with individuals and community groups to determine their recreation interests, needs and desires. Issues and maintains and inventory of musical instruments, sheet music and other materials used in music programs. Demonstrates and provides instruction in the proper use of instruments. Supervises unorganized play and enforces Park District rules and regulations at assigned locations. Attends workshops and in-service training seminars. Stays abreast of current methods, techniques and trends in music specialties. Judges at competitions and special events. Performs general administrative duties, including but not limited to assisting in course registration, collection of fees, routine record keeping and promoting music programs. May solicit sheet music, instruments and other donations from local businesses and other organizations.

MINIMUM QUALIFICATIONS: Training and Experience: An Associate of Arts degree or completion of two full years of course work at an accredited college or university which included a minimum of 20 credit hours in music or a closely related discipline which involved the study of at least one musical instrument or voice or graduation from high school or the equivalent (GED) and 3 full years of related instructional or performance experience in a recreation or entertainment environment or an equivalent combination of education and experience is required Knowledge, Skills and Abilities: Knowledge of voice, instrumental and/or orchestral instruction principles and practices. Elementary knowledge of leisure and recreation theories and principles. Effective oral and written communication skills. Technical knowledge and skill in one or more areas of musical specialization such as the ability to play a musical instrument.

Union: 46 Career Service EEO: Para-professional FLSA: Non-Exempt

SALARY: \$17.45 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Artcraft Instructor (Part Time) REPOST Job ID: 2172**

Closing Date: 6/29/15

Recreation/Artcraft Instructor (H)

Date Posted: 6/8/2015

Location: Abbott Park

Region: South

Up to 20 hours per week

**CHARACTERISTICS OF THE CLASS:**

Under general supervision, responsible for developing, teaching and leading artcraft activities for the Park District, in one or more related areas of specialization including, but not limited to, sewing, ceramics, painting, illustrating and handicrafts. Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:**

An Associate of Arts Degree or completion of two full years of course work at an accredited College or University which included a minimum of 20 credit hours in one or more of the following areas, including Art, Fashion Design, Home Economics or a related area of specialization, or graduation from High School or the equivalent GED and three full years of closely related instructional or practical experience in recreation, cultural or business environment, or an equivalent combination of education and experience is required.

**Knowledge, Skills and Abilities:**

Knowledge of a variety of artcraft skills and techniques including sewing, drawing, painting, ceramics and two and three dimensional design. Elementary knowledge of leisure and recreation theories and principles. Effective oral and written communication skills. Technical knowledge and skill in one or more areas of artcraft specialization.

Union: Local 46      Career Service      EEO: Paraprofessional      FLSA: Non-Exempt  
Salary: \$17.45 per hour

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**Job Title: Communications Supervisor**

Opening Date/Time: Tue. 02/10/15 12:00 AM Central Time

Closing Date/Time: Wed. 06/24/15 11:59 PM Central Time

Salary: \$72,500.00/Year

Job Type: Technicians

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

Typical Qualifications: High School graduate or equivalent. Two (2) to three (3) years previous supervisory experience is desired. Three (3) years of Public Safety Dispatch experience to acquire the necessary skills and knowledge for this supervisory position. Thorough knowledge of Tollway and State Police policy and procedures. Good judgment and common sense is required. Current certification as LEADS operator. Ability to work under stress and make decisions. Good communication skills. Working knowledge of the Tollway CAD System, the Traffic Incident Management System, Tollway geography, State Police Bureau of Communications policies and procedures is desired. The incumbent is on call for emergency situations twenty-four (24) hours per day and therefore must retain a telephone in working order at home residence. Must successfully pass an extensive background check.

Supplemental Information:

1. Oversees shift operations to ensure that policies and procedures are met for timely and accurate service.
2. Trains, evaluates, and counsels subordinates to provide a cohesive, motivated team of Telecommunicators and Call Takers.
3. Ensures proper shift coverage to provide twenty-four (24) hour emergency service to police, patrons, and Tollway personnel.
4. Assures that proper notifications are made to key Tollway personnel.
5. Monitors equipment functions and backups to ensure communications and record keeping availability.
6. Maintains accurate records of activity to ensure information integrity and performance.
7. Develops new policy/procedures and testing mechanisms to improve operations of the Control Center.
8. May be called upon to assume the duties and responsibilities of the Dispatch Manager in the event of a prolonged absence of the person filling that position or as directed.
9. Performs annual performance evaluations of supervised personnel; determines and issues disciplinary actions as may be appropriate.
10. Other duties as assigned.

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## **Job Opportunities at Berghoff Catering & Restaurant Group**

Berghoff Catering & Restaurant Group is an equal opportunity employer. All applicants for employment are considered without regard to race, color, religion, national origin, age, sex, marital, disability, veteran, sexual orientation or any other legally protected status.

Our current openings are posted below. However, The Berghoff Catering & Restaurant Group is always seeking talented individuals. Should you not find a posted position on our jobs board, feel free to send your resume to [Employment](#) and tell us what your ideal position would be at BCRG.

We are also accepting applications onsite, at 17 West Adams, M-W, 2-4PM. Please just leave your application and/or resume with the host or hostess.

*Host*

*Server*

*Dishwasher*

*Cook*

*Berghoff Catering On- and Off-premise Staff*

*Berghoff Warehouse Packer and Driver*

*Asst. Buildings Maintenance Mechanic*

### **Johnston & Murphy**

JM1821 - J & M

33 North La Salle

Chicago, IL 60602

#### Current Job Opportunities

We are currently accepting applications for the following jobs at our location at 33 North La Salle in Chicago, IL:

Apply - J&M Assistant Manager

Apply - J&M Full-Time Sales Assoc.

Apply - J&M Part-Time Sales Assoc.

Apply - J&M Stock Person

Apply - J&M Store Manager

Go to

[https://wfa.kronostm.com/index.jsp?INDEX=0&LOCATION\\_ID=46175382713&locale=en\\_US&applicationName=GenescoJohnstonMurphyNonReqExt&SEQ=locationDetails](https://wfa.kronostm.com/index.jsp?INDEX=0&LOCATION_ID=46175382713&locale=en_US&applicationName=GenescoJohnstonMurphyNonReqExt&SEQ=locationDetails) & click on the job title

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## **Account Manager, Special Events / Field Museum**

Location: Chicago, IL

The Account Manager's primary responsibility is to work directly with contracted clients to ensure that all logistics and operational aspects of the event are communicated and fulfilled. He/She will act as a liaison between the client and the Museum's operational departments as well as the Museum's approved and preferred vendors to ensure the implementation of a successful event. The Account Manager will also be responsible for handling inbound calls for a particular market (corporate/convention/wedding/association/gala/meetings).

Each manager will have revenue goals and objectives, and are required to contract events as far as four years out. The Account Manager will assist the Manager and the Director in the development of marketing and promotional pieces as well as the maintenance of prospective and current client databases.

This position reports to the Manager of Special Events and the Director of Group Sales and Special Events.

### Qualifications

Bachelor's degree required

3-5 years professional event experience, preferably in a cultural institution or academic environment

Knowledge of catering, audio-visual services and other event support services;

knowledge of hospitality and tourism industry a plus

Understanding of the not-for-profit business atmosphere a plus

Excellent verbal and written communications

Attention to detail; great organizational skills

Polished and professional appearance and demeanor

Ability to make decisions and problem solve

Ability to negotiate contracts and rental agreements

Presentation and public speaking skills a plus

Computer proficiency required

Ability to work extended hours, evenings and weekends

Ability to spend significant time standing and walking; possible light lifting may be required

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## **Building Attendant / Field Museum**

Location: Chicago, IL

Department: Housekeeping

2 Part-Time Positions, 24 hours per week

### Job Description

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff. All Building Attendants operate within a team on the first (morning/day), second (afternoon/evening), and third (overnight) shifts, reporting to the Team Lead and Housekeeping Supervisor. Two part-time shifts available: 1st shift (7:00am - 3:30pm) and 2nd shift (2:30pm - 11:00pm).

### Job Duties

Responsibilities include, but are not limited to the following:

Vacuuming

Damp wiping

Sanitizing bathroom fixtures

Mopping floors

Special project work as assigned

Second and third shift duties include operating heavy equipment to strip and clean floors, and other projects as assigned

### Qualifications

The ideal candidate will possess the following 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

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## **Member Benefits Manager / Field Museum**

Location: Chicago, IL

The Membership Benefits Manager is responsible for membership stewardship. This individual engages members, identifies member needs and is responsible for cultivating and enhancing the relationship between the Museum and its members. This position works to increase member loyalty, upgrades and renewal revenue.

The Member Benefits Manager will report to the Director of Membership and Annual Funds.

**Responsibilities:** Manage member services including telephone, mail, and email. Develop creative service plans to meet member special requests or needs. Maintain an understanding of customer needs and issues, as well as how business processes affect customer, member and donor satisfaction. Develop and monitor member satisfaction benchmarking. Manage all aspects of gift memberships and special revenue generating programs: strategy, budget, marketing, fulfillment, customer service and analysis. Manage and coordinate all aspects of member events such as Members' Nights, Member exhibition previews and breakfast lectures, etc. Analyze and compile event attendance statistics and survey results to ensure program enhancements. Manage department social networking and web site needs. Participate in the team delivering In the Field magazine. Manage aspects of contracts, scheduling, editing, approval, payments and storage of supplies. Implement and manage e-renewal cycle to current monthly renewal program. Work with data team to pull lists and format, schedule and manage e-renewals. Assist the Floor Operations Manager and team with service to members and donors at the Membership Services Desk when necessary. Use correct bank out procedures to ensure all sales and monies are reported. Manage membership vendor relationships for card fulfillment, premium offering, member stickers, gift supplies, event supplies. Manage loyalty program with the Annual Fund team to highlight 20+ year members.

### **Qualifications**

Bachelor's degree required. Must have previous supervisor/management experience. Must be available to work weekends and holidays as needed.

Proven ability to think strategically and on a day-to-day operational level.

Proven ability to manage department with sensitivity to institutional financial and operational goals. Superior communication skills, both written and oral.

Proficient in Microsoft Office.

Proven ability to manage multiple projects simultaneously.

Proven ability to lead and manage department teams.

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### **Protection Services Officer / Field Museum**

Location: Chicago, IL

Under direct supervision of the security shift supervisor, the Protection Services Officer performs a wide variety of protective, service and courtesy duties on the shift to which assigned. This position provides a safe and secure environment for visitors and staff, and for Museum collections.

This position is available on the 1st shift (7:30 am-4:00 pm).

#### Responsibilities

Patrol all assigned areas within the Museum and on Museum grounds to observe, caution, instruct, correct, investigate and report activities to maintain order and protect Museum property, visitors and staff

Respond to requests for assistance and evaluate appropriate courses of action

Respond to emergency situations such as fire, evacuation, or employee/visitor injuries

Maintain a post at assigned Museum entrance to screen incoming personnel

May perform limited emergency first aid treatment in the absence of EMT

Prepare required security and incident reports and records (documents actions taken while on patrol or at post)

Provide customer assistance to Museum visitors

Any other duties as assigned by Protection Services management staff

#### Qualifications

A high school diploma or equivalent is required

Previous security, military, or law enforcement experience is preferred

The State of Illinois twenty-hour Security Certification is required upon hire

Must be able to communicate effectively, orally and in writing

Demonstrated ability to provide great customer service is required

Must be able to learn and follow multiple detailed instructions, policies and procedures under direct supervision of shift supervisor and lead officers

Must possess the skills necessary to identify security and/or safety hazards and respond according to standard procedures

Position requires the officer to stand, sit and walk for extended periods of time throughout the day

Will be required to lift or move equipment

Routinely exposed to moderate safety hazards while on patrol

Required to lift or move equipment

Routinely exposed to all climate conditions while patrolling Museum grounds

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