



**Job Title: Child Protection Specialist**

Agency: Children & Family Services

Closing Date/Time: Thu. 03/20/14 5:00 PM Central Time

Salary: \$4,715.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 1447014-475293

**Minimum Requirements:**

Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 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.

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 1755 Lake Cook Road Deerfield, IL

**SUBMIT BIDS TO: SUE ALLEN-OATES**

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601

FAX: (312)814-7134

**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: Criminal Justice Specialist I – Opt 1**

Agency: Criminal Justice Information Authority

Closing Date/Time: Tue. 03/18/14 5:00 PM Central Time

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10231-50-05-300-24-01

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision participates in the review, examination, approval, implementation and monitoring of interagency agreements and contracts relating to federal and state grant programs; participates in preparing contracts, project amendments and related reports, relative to such programs. Assists in determining technical assistance needs and developing appropriate responses for different projects.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in law, criminal justice, government, public administration, sociology, accounting or political science. Requires one year of professional experience in planning, development, implementation, and assessment of programs in criminal justice. Requires working knowledge of the criminal justice system and processes. Requires working knowledge of budget preparation and tracking of expenditures. Requires the ability to utilize Microsoft Office, including Access, Word and Excel. Must be proficient in analytical skills and oral and written communications. Position requires occasional overnight travel and a valid driver's license.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m. (1 unpaid lunch hour)  
Illinois Criminal Justice Information Authority  
300 W. Adams St., Suite 200 Chicago, Illinois 60606  
Maria Espindola, H.R. Coordinator Fax: 312-793-8422

**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 1 - General**

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**Job Title: Director of Finance and Administration**

Agency: Executive Inspector General \*  
Salary: \$6,667.00 - \$10,417.00 monthly  
Job Type: Exempt  
Location: Cook County, Illinois  
Number of Vacancies: 1

Minimum Requirements: • bachelor's degree in finance, accounting, business, or a related area of study; • five years of progressively responsible experience as the chief fiscal manager for an entity of 75 or more employees • minimum of four years of prior progressive supervisory experience; • certification as a Certified Public Accountant is desirable; • advanced knowledge of accounting and fiscal management standards (e.g., GAAP), techniques, practices, and principles; • knowledge of governing regulations of the Governor's Office of Management and Budget, and state and federal laws, rules, regulations, and policies relating to financial accounting and human resources; • knowledge of procurement processes is desirable; • strong organizational skills and project management skills; • high ethical standards; • ability to exercise independent judgment and make sound and timely decisions; • ability to travel, including overnight; • ability to handle and resolve ambiguous situations and issues; • ability to communicate clearly and concisely, orally and in writing, particularly with respect to the communication of fiscal concepts to "non-financial" individuals; and • demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook, Project, and PowerPoint) and Internet applications.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes: • sitting for extended periods of time; • using personal computer, photocopier, facsimile, telephone, and teleconference equipment; • handling and transporting documents weighing up to 30 lbs.; and • standing, reaching, and bending at the waist or bending of the legs.

Work Hours & Location/Agency Contact: 9:00 a.m. - 5:00 p.m.  
Office of Executive Inspector General  
69 W. Washington Street, Suite 3400 Chicago, IL 60602  
Division of Human Resources 312.814.1789

**How to Apply:**

Visit our website at [www.inspectorgeneral.illinois.gov](http://www.inspectorgeneral.illinois.gov). Qualified applicants can apply online or download the OEIG application and submit the completed application, resume, and cover letter to the OEIG Division of Human Resources, 69 West Washington, Suite 3400, Chicago, IL 60602. Contact: Division of Human Resources – 312.814.1789. The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

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*This position is currently vacant within the Tollway.  
The Human Resources Section will accept applications, with resumes from:  
March 10, 2014 through March 21, 2014*

**Toll Operations District Supervisor \$70,000.00 - \$75,000.00/Yr. (G-6)**

REQUIREMENTS:  Associate's Degree or a minimum of two years of college level courses, or a minimum of five years experience as a Plaza Manager/Supervisor or similar supervisory experience required. Bachelors Degree desired.  A minimum of 4 years management experience in a cash handling environment is required.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- The incumbent must have the ability to maintain confidentiality and act in a fair, professional manner.
- Excellent written and oral communication skills are required.
- Experience in employee scheduling is required.
- Experience in managing multiple work site environments and shifts is highly desired.
- Good customer service skills are required.
- Excellent interpersonal and leadership skills are required.
- Must be proficient in Microsoft Word, Excel, and Outlook.
- The incumbent must have the ability to produce, utilize and update reports for department managers and staff.
- Excellent organizational skills are required.
- Experience in a computerized timekeeping environment is required.
- Ability to multi-task is required.
- This position is required to be on call twenty-four (24) hours a day seven (7) days a week and work rotating shifts when needed.
- A valid driver's license is required and must be maintained for this position.
- This position will be required to travel to various locations in various weather conditions.

Ways to apply

- Online: Complete the Illinois Tollway application, save it to the computer and email it to [Jobs@getipass.com](mailto:Jobs@getipass.com)
- In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
- By mail: Send the completed application to: Illinois Tollway – Human Resources 2700 Ogden Avenue Downers Grove, IL 60515

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*This position is currently vacant within the Tollway.  
The Human Resources Section will accept applications, with resumes from:  
March 6, 2014 through March 19, 2014*

**Information Technology Network Manager (Cisco) \$75,000.00 - \$83,000.00 /Year (G-6)**

- EDUCATION:  High School diploma or GED equivalent is required.  
 Associates Degree or 48 semester credit hours or 72 quarter credit hours in Computer Science or related fields and/or 7 years equivalent work experience with Cisco Enterprise Networks is preferred.  
 EXPERIENCE:  Minimum of five (5) years working experience with Cisco IOS is required.  Minimum of three (3) years experience working in a network management position with team lead responsibilities and supervising others is required.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- A main function of this position is to travel to various Tollway facilities during regular work hours as well as subject to being "on-call". This is accomplished by incumbent's use of a vehicle to travel to and from respective sites. Additionally reports to Central Administration as necessary. Visits of Tollway facilities may include meeting with Tollway employees and/or contractors. Therefore, a valid Driver's License is required at the time of application.
- Must be able to lift 50 pounds
- Must have the ability to work overtime as required including during off hours / holidays / weekends
- Must participate in 24x7x365 scheduled support rotation
- Must carry Tollway issued cellphone for on-call support and for response to calls/incidents before or after shift hours / weekends / holidays.
- Should have knowledge of routing protocols such as OSPF, EIGRP, & BGP, as well as switching technologies such as VLANS, Trunking
- Should have working knowledge of Internet connectivity, and VPN, IPSEC, port forwarding
- Should have skills in WAN technology like SONET, Frame Relay, Leased Lines, OC3, and VRF and wireless
- Cisco Certified Network Professional (CCNP) active certification is preferred.
- Background/experience in network monitoring is preferred.
- This position is salaried and may not be eligible for overtime.
- Must pass a written exam with a 75% or higher to qualify for an interview.

Ways to apply

- Online: Complete the Illinois Tollway application, save it to the computer and email it to [Jobs@getipass.com](mailto:Jobs@getipass.com)
- In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
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*This position is currently vacant within the Tollway.  
The Human Resources Section will accept applications, with resumes from:  
Resumes are required and must be submitted with the application.  
March 6, 2014 through March 19, 2014*

### **Information Technology Network Technician \$21.64 - \$28.85/Hour (G-8)**

EDUCATION:  High School diploma or GED equivalent is required.  
 Associates Degree or 48 semester credit hours or 72 quarter credit hours in Computer Science or related field and or 3 years equivalent work experience with Cisco Networking is preferred Cisco Certified Network Administrator (CCNA) active certification is preferred.

EXPERIENCE:  Minimum of two (2) years working experience with Cisco IOS is required.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

A main function of this position is to travel to various Tollway facilities during regular work hours as well as subject to being "on-call". This is accomplished by incumbent's use of a vehicle to travel to and from respective sites. Additionally reports to Central Administration as necessary. Visits of Tollway facilities may include meeting with Tollway employees and/or contractors. Therefore, a valid Driver's License is required at the time of application.  Must be able to lift 50 pounds.  Must have the ability to work overtime as required including during off hours / holidays / weekends  Must participate in 24x7x365 scheduled support rotation  Must carry Tollway issued cellphone for on-call support and for response to calls/incidents before or after shift hours / weekends / holidays.  Should have experience with hands-on installation, configuration and maintenance of Cisco routers, switches and security equipment  Should have basic and Advanced Network Administration and troubleshooting skills  Should have basic knowledge of routing protocols such as OSPF, EIGRP, & BGP, as well as switching technologies such as VLANs, Trunking.  Should Have working knowledge of Internet connectivity, and VPN, IPSEC, port forwarding  Skills in WAN technology like SONET, Frame Relay, Leased Lines, OC3, and VRF and wireless is preferred.  Background/experience in network monitoring is preferred  Must pass a written exam with a 75% or higher to qualify for an interview.

Ways to apply

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*The Employee Services Section will accept applications, with resumes from:  
March 10, 2014 through March 21, 2014*

**Operational Services/ Seasonal Temporary/ \$10.00/Hour**

Toll Operations Toll Collector

**COUNTIES AND PLAZA LOCATIONS**

Boone /Winnebago Lake County (Illinois)	Plaza 24 Deerfield Plaza 43/45 Country Club Hills
Plaza 1 South Beloit Plaza 21 Waukegan	Du Page County Kane County
Plaza 5 Belvidere	Plaza 51 Hinsdale Plaza 9 Elgin
North Cook County South Cook County	Plaza 52 Oakbrook Plaza 61 Aurora
Plaza 17 Des Plaines Plaza 35 Hillside	Plaza 73 Addison
Plaza 19 Rosemont Plaza 36 Justice	Plaza 89 Bolingbrook
Plaza 29 Des Plaines Plaza 39 Bridgeview	Dixon/De Kalb County
Plaza 33 Shiller Park Plaza 41 Hazelcrest	McHenry County Plaza 66 De Kalb Plaza 7 Marengo Plaza 69 Dixon

**\*\*Please Note\*\***

*When applying for multiple counties a Seasonal Application must be completed for each county. Application for a particular location does not guarantee all work will be performed at that location.*

**THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED:**

- Must be able to pass written exam with a seventy five percent (75%) or higher score in order to qualify for an interview.
- Must be able to work from approximately May 15, 2014 through October 31, 2014.
- One (1) year of customer service, cash handling, retail or bank experience is required.
- The ability to be available to work seven (7) days per week, twenty-four (24) hours a day, including nights, weekends, and holidays is required.
- The ability to lift twenty-five (25) pounds is required.
- Excellent verbal and written communication skills are required.

**Ways to apply**

- Online: Complete the Illinois Tollway application, save it to the computer and email it to [Jobs@getipass.com](mailto:Jobs@getipass.com)
- In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
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*This position is currently vacant within the Tollway.  
The Human Resources Section will accept applications, with resumes from:  
March 10, 2014 through March 21, 2014*

**Engineering/ Roadway Maintenance District Manager \$88,000.00 - \$94,000.00 Roadway Maintenance (G-6)**

**JOB QUALIFICATIONS:**

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

**EDUCATION:**

A high school diploma is required with post high school courses in engineering principals and/or management skills desirable.

**EXPERIENCE:**

Knowledge requirements for this position must be extensive in roadway maintenance with 4 to 6 years experience in Roadway Maintenance Supervisory capacity.

**THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:**

- Strong background in all aspects of snow and ice control and incident management response and techniques is required.
- Supervisory experience with multi-crew activities is also necessary.
- General familiarity with construction plan review, maintenance of traffic plans, civil engineering principles, computerized maintenance management systems, scheduling systems and Microsoft Word and Excel programs are required.
- Strong knowledge inventory and ordering programs/systems are required.
- A valid Class "A" Commercial Drivers License (CDL) with endorsements of air brakes, combination vehicles and tank trucks is required at time of application.
- Must pass a written exam with a 75% or higher to qualify for an interview.

**Ways to apply**

- Online: Complete the Illinois Tollway application, save it to the computer and email it to [Jobs@getipass.com](mailto:Jobs@getipass.com)
- In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
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### **Seasonal Grounds Worker**

To perform a variety of semi-skilled tasks involving plant care, watering and garden maintenance.

**ESSENTIAL JOB FUNCTIONS** • Participate in the proper daily watering of planted containers and garden beds throughout the zoo grounds. Setup and remove hoses as necessary for watering tasks. • Groom plant material for aesthetic appeal. • Fertilize gardens and plant material as needed. • Remove dead plant material and replant as necessary. • At end of the growing season, remove all plant material and prepare containers for winter storage. • Participate in debris pickup and removal. • Assist in the loading, unloading and transportation of plants, garden equipment and materials.

**ADDITIONAL RESPONSIBILITIES** • May be asked to represent the zoo at internal and external functions, including but not limited to zoo special events. • May use electric cart and/or hand truck to transport plants and supplies. • May use vehicle for zoo pickups and deliveries. • May be asked to direct volunteers and guests in a zoo emergency. • Performs other duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES** • Knowledge of proper handling and use on a variety of related tools, equipment and machinery. • Ability to understand and carry out oral and written directions. • Ability to organize tasks and time to ensure timely completion of all projects. • Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and general public. • Ability to operate electric cart. • Knowledge of appropriate gardening techniques and practices helpful.

**EDUCATION REQUIREMENTS:** High School degree (or equivalent).

**EXPERIENCE REQUIREMENTS:** Experience watering and fertilizing plants helpful.

**ADDITIONAL REQUIREMENTS** • Available to work weekends, holidays and evenings as assigned • Available to work special events that may occur outside of regular work schedule as assigned • Must have valid driver's license with good driving record • Able to work flex schedule seasonally

All employment queries should be directed to: Human Resources [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org)

To complete an application for employment at Lincoln Park Zoo, [download and open this PDF, fill in your information](#), save the form and e-mail it to [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org). We require a cover letter, resume, and application for all positions. Incomplete submissions will not be reviewed. Lincoln Park Zoo is an equal opportunity employer.

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### **Executive Assistant**

As a key member of the Development Department, the Executive Assistant provides professional clerical and administrative support to the Vice President for Development and other development staff to ensure the zoo reaches its ambitious fundraising goals.

Responsible for assisting the daily administration and operations of the Development Department, including handling internal and external correspondence and assisting with departmental functions and activities. Responsible for monitoring and managing office supplies, coordinating scheduling of meetings and facilities, including behind-the-scenes tour requests, coordinating departmental administrative projects, training and supervising clerical volunteers, and providing support to Development Department staff members for the development and implementation of programs.

**KNOWLEDGE, SKILLS & ABILITIES** • Proficiency in Microsoft Office essential, IBM Cognos and Raiser's Edge a plus • Strong organizational, interpersonal and oral/written communication skills are essential • Meticulous attention to detail • Previous experience supporting executive-level staff or equivalent • Ability to work independently and proactively • Ability and willingness to work cooperatively with others • High degree of discretion in dealing with confidential information • Capacity to effectively prioritize multiple tasks in a fast-paced environment • Outstanding customer service skills including ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and general public

**EDUCATION REQUIREMENTS:** Bachelor's degree recommended. A comparable combination of education, experience or training that would provide the level of knowledge, skills and ability required may also qualify individuals.

**EXPERIENCE REQUIREMENTS:** Minimum of four to six years related experience. Some professional experience in development preferred.

**PHYSICAL REQUIREMENTS:** Ability to sit (and remain on feet) for long periods of time  
Ability to work in an open office environment

Ability to traverse zoo grounds to facilitate tours, greet visitors, coordinate meetings, and operate and safely drive electric carts

**ADDITIONAL REQUIREMENTS:** Available to work special events, some of which may occur outside of regular work schedule, as assigned.

All employment queries should be directed to: Human Resources [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org)

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## **Guest Service Concessions**

### GENERAL SUMMARY

Provide professional and courteous service to guests and operate seasonal concessions.

### ESSENTIAL JOB FUNCTIONS

- Greets all guests in a welcoming and courteous manner.
- Open and close concessions including completing operational checklists and forms, selling services, cash handling, operating equipment and balancing banks.
- Perform in an usher role for special events
- Maintain order and tidiness of the work area which includes cleaning duties.
- Is knowledgeable of concession operations.
- Through cross training, be able to work at all concession areas.
- Adhere to dress code.
- Maintain the Seven Guidelines to Great Guest Service.

### ADDITIONAL RESPONSIBILITIES

- Accept directions during safety drills and emergency situations.
- Other duties as assigned

EDUCATION REQUIREMENTS: High School degree (or equivalent)

### EXPERIENCE REQUIREMENTS

One-year cash handling experience preferred

NOTE: A comparable combination of education, experience or training that would provide the level of knowledge, skills and ability required may qualify an individual

### PHYSICAL REQUIREMENTS

- Ability to work alone for long periods
- Ability to remain on feet for long periods of time
- Ability to traverse zoo grounds
- Ability to work in small, confined space
- Ability to work in all weather conditions
- Ability to work with mild cleaning supplies
- Ability to do light lifting of boxed merchandise

ADDITIONAL REQUIREMENTS: Available to work all necessary hours, including weekends, holidays, special events and all shifts.

All employment queries should be directed to: Human Resources [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org)

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### **Retail Sales Associate**

To work as a cashier, assist in restocking the sales floor, assist in checking new merchandise in , greet the guests as they enter the store and assist them with any questions they may have. • Enters sales into the register and balances cash drawer daily. • Greets and welcomes all guests entering the shop, as well as thanking them for supporting the Zoo when they leave. • Advises school groups on the shop rules. • Monitors crowd levels and potential shoplifting situations, alerting management to any problems. • Follows all shop policies and procedures and seeks management assistance when needed. • Assists in straightening and restocking of shelves during slow periods. • Answers Zoo related questions. • Knowledgeable in store merchandise. • Adheres to all loss prevention guidelines and procedures. • Perform various tasks and other duties as assigned.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of customer service and retail operations.
- Skill in effectively resolving difficult customer service.
- Skill in presenting a pleasant, service-oriented persona, able to deal persuasively with zoo guests, customers and vendors. • Ability to express oneself clearly and effectively in oral and written form. • Ability to read and understand written and oral instructions.
- Ability to represent the Zoo in a professional manner at all times.
- Well-developed interpersonal skills. Ability to get along with diverse groups. Tactful and mature. • Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and general public

**EDUCATION REQUIREMENTS:** High School degree (or equivalent)

### **PHYSICAL REQUIREMENTS**

Ability to remain on feet for long periods of time.  
Ability to frequently bend, stoop, reach and climb.  
No allergy to plants or animals which may interfere with the ability to work.  
Ability to work in all weather conditions

### **ADDITIONAL REQUIREMENTS**

Available to work special events which may occur outside of regular work schedule as assigned.

All employment queries should be directed to: Human Resources [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org)

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## **Zoo Crew Instructor**

Interview sessions will take place in person at Lincoln Park Zoo on Saturday, March 29, 2014 and Sunday, March 30, 2014. If an interview is desired, applicants will be notified by phone and placed in one of the two interview sessions. Applicants must be available for one of these dates.

### **DUTIES AND RESPONSIBILITIES**

Instructors will teach a pre-developed curriculum as well as create some components of the curriculum (crafts, games, supplementary science content, etc.)

Instructors will deliver content in a fun and unique way that will engage kids with the natural world around them. Responsible for maintaining a safe, well managed camp group experience. Contribute to the zoo's mission to connect children to nature.

Communicate effectively and consistently with parents of campers.

Work with co-instructor in a professional, effective, and cohesive manner.

Accountable for accurate attendance sheets, accident reports, behavior reports, and timesheets.

**KNOWLEDGE, SKILLS & ABILITIES:** Prior experience working with children in a formal or informal education setting. Must have prior experience working with middle school aged youth. Excellent classroom management skills. Exceptional problem solving skills with the ability to adapt to changing environments, along with organizational, logistic and operational skills. Strong interpersonal and communication skills. Must be extremely trustworthy and punctual. Great sense of humor.

**QUALIFICATIONS:** Bachelor's degree in education, environmental studies, biology or other related field. Previous teaching or interpretation experience in a zoo, nature center, or other informal setting is preferred. Basic computer skills: Microsoft Word, Excel, PowerPoint, Access. Experience with digital photography and audio/visual editing software is a plus.

**PHYSICAL REQUIREMENTS:** Able to remain on feet and walk for extended periods of time. Frequently bend, stoop, reach, lift heavy objects, and climb.

All employment queries should be directed to: Human Resources [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org)

To complete an application for employment at Lincoln Park Zoo, [download and open this PDF, fill in your information](#), save the form and e-mail it to [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org). We require a cover letter, resume, and application for all positions. Incomplete submissions will not be reviewed. Lincoln Park Zoo is an equal opportunity employer.



**Job Title: Human Resources Representative**

Agency: Human Services

Closing Date/Time: Tue. 03/18/14 5:00 PM Central Time

Salary: \$2,324.00 - \$5,461.00 monthly Job Type: Full-Time

Location: Cook County Zone 3, Illinois Number of Vacancies: 01

Plan/BU: RC062 Bid ID#: 10-72-79912

Under direction of HR Director assist in the investigation, analysis, reporting, and monitoring of confidential information concerning Ludeman Center's application of Personnel Rules, Bargaining Unit Contracts, EEO/AA Rules, Personnel Transactions and Pay Plan. Gathers and processes information necessary to post and fill vacant positions. Monitors hiring process and assures facility compliance with procedures, rules and regulations. Advises management staff concerning content and timeliness of performance evaluations. Annually reviews and as necessary prepares revisions to position descriptions for review by higher level management. Assists in preparation of structured interview questions and criteria, interviews perspective employees and or participates in interview as technical adviser. Gathers and reviews necessary material to prepare and process personnel transactions regarding new hires, promotions, voluntary reductions, leaves of absences, and disciplinary actions, and separations; audits transactions before they are processed to assure accuracy and compliance with rules and procedures.

**Minimum Requirements:**

Requires a bachelor degree from an accredited University or College. Requires working knowledge of Illinois Personnel code, Rules and Position Classification Plan, Pay Plan, Bargaining Contracts, Department Policies and Procedures. Requires ability to use computerized data bases, spread sheets, and word processing. requires ability to listen, analyze, and accurately report information obtained from employees.

Work Hours & Location/Agency Contact: Hours: Mon through Fri 8:30 AM to 5:00 PM

Work Location: Elisabeth Ludeman Center

114 N. Orchard Drive, Park Forest, IL 60466

Contact Person: Alice M. Chambers , Human Resources Representative (TA)

114 N. Orchard Drive Park Forest, IL 60466

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: Licensed Practical Nurse I**

Agency: Veterans Affairs

Closing Date/Time: Continuous

Salary: \$3,063.00 - \$4,316.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 34-50-14-Cont.

Description of Duties/Essential Functions Benefits Supplemental Questions  
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

**Minimum Requirements:**

Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

**Work Hours & Location/Agency Contact: Varying Shifts and Schedules**

IL Veterans' Home 1 Veterans Drive Manteno, IL 60950

Human Resources 815-468-6581 Ext. 328

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: Mental Health Specialist I**

Agency: Human Services

Closing Date/Time: Tue. 03/18/14 5:00 PM Central Time

Salary: \$3,447.00 - \$4,491.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC062 Bid ID#: 10-72-79916

**Description of Duties/Essential Functions Benefits Supplemental Questions**

The Specialist reviews the group books on each home (a catalog of training for each person living in the home) and confirms that each person's schedules have been updated and revised as needed, and checks the clinical record for this information also. Attends weekly unit meetings, professional staff meetings, and other facility-wide meetings as required, also completes required monthly reports and submits to Unit Director and Quality Enhancement Department.

**Minimum Requirements:** Requires knowledge, skill and mental development equivalent to a bachelor's degree in one of the behavioral sciences and successful completion of a comprehensive training program at the M. H. Specialist Trainee Level, or two years paraprofessional experience in or applicable to the care, treatment and development of DD residents and completion of an approved training program; requires working knowledge of all Department and facility rules and regulations.

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

WORK HOURS: 8:00 AM-4:30 PM Monday-Friday

LOCATION: Elisabeth Ludeman Center 114 N. Orchard Drive Park Forest, IL 60466

CONTACT PERSON: Alice M. Chambers, HR Rep.

Elisabeth Ludeman Center 114 N. Orchard Drive Park Forest, IL 60466

708-283-3015

**How to Apply:** Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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: Office Assistant - Opt 1**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$2,845.00 - \$3,519.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: E-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Minimum Requirements:  
Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment.

Work Hours & Location/Agency Contact:  
Work hours: 8:30 am – 5:00 pm

Contact:  
Employee Services, HCD  
100 South Grand Avenue East, 3rd floor  
Springfield, IL 62762

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 1 – General

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**Job Title: Office Clerk - Opt 1**

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact:

Employee Services, HCD

100 South Grand Avenue East, 3rd floor

Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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 1 – General

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**Job Title: Support Service Worker - Housekeeping**

Agency: Veterans Affairs

Closing Date/Time: Continuous

Salary: \$2,647.00 - \$3,570.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 34-50-14-cont.

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision performs necessary institution housekeeping duties required to maintain cleanliness and a sanitary environment within all assigned buildings on the grounds, to meet all health and safety requirements. Cleans areas outside confines of building, but designated as complement of building such as walks, ramps, docks, porches and furniture and ash receptacles located on same. Sends linens and clothing to laundry and distributes upon return; keeps records and inventories of same. Reports building equipment shortages and necessary repairs to supervisor; cleans rugs and blinds.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six (6) months experience in the housekeeping field. Requires working knowledge of routine housekeeping tasks. Requires skill in the basic operation of machinery and equipment found in the assigned area.

Work Hours & Location/Agency Contact: Various Shifts and Schedules

IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950

Contact: Jeri Gulli

Phone: 815/468-6581 ext 328 Fax: 815/468-1596

**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: Medical Equipment Technician**

Department: Clinical Engineering

Shift: 4th (Rotating)

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Medical Technology

Job Number: 2013-1749

**Job Description:**

Are you interested in joining a leading health care organization?

We are seeking a highly motivated and dynamic Medical Equipment Technician to join our Clinical Equipment Support Group at Rush University Medical Center!

**General Summary:**

Maintains, inspects, repairs and distributes portable patient care equipment to meet the needs of hospital staff and clinical personnel in the performance of their duties.

Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Knowledge, Skills and Abilities:**

A high school diploma or GED is necessary as the work requires the ability to read and write English, and comprehend and transmit technical information.

Knowledge and understanding of the proper technique and usage of Universal

Precautions must be attained within the probationary period allotted.

Knowledge of basic electronics is preferred.

Good organizational skills. Must be able to work independently (e.g. without direct supervision). Must be able to communicate clearly. Typing and computer skills.

Must be able to access information stored in the database and input information into the database.

The ability to stand, walk, and bend 50% of the time.

The ability to lift 20 pounds in order to move boxes of stock, equipment and push a 60 lb cart.

The ability to operate basic test equipment.

The ability to manipulate hand tools in order to process and maintain equipment.

Ability to read, understand and perform preventive maintenance procedures in conjunction with the operation of electrically operated test equipment.

Basic mechanical aptitude.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140310113924&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140310113924&)

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