



Job Title Manager, Rail Car Appearance

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Rail Maintenance

Position Summary

SALARY TARGET: \$75,000 - \$78,147.80

Front line management ensuring cleanliness of CTA's fleet of rail cars. Plans and coordinates the implementation of Rail Car Appearance programs and activities to ensure service levels and quality results are achieved. Maintains quality standards of cleanliness for our customers in the areas of terminal platforms, rail yards, terminal routes and campaign activities.

Education and Experience Requirements

High school diploma required, continued secondary education a plus. 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. 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. Must possess a valid driver's license. Required to pass current Rail Safety Training certification.

PHYSICAL DEMANDS

When in the office environment - requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer key boards. When in the field - extensive walking, bending, stooping, kneeling, standing and climbing. Lifts, carries and maneuvers materials or equipment weighing up to 75 pounds. Must possess the physical strength and agility to negotiate track, ballast and footwalk conditions in a rail yard and on the right of way. Must have the stamina to work excessive hours during emergency situations with duration up to two weeks. Exposed to solvents and solutions used in cleaning, waxing, stripping and graffiti removal.

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

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

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Attendance and Truancy Specialist

Location: Office of College and Career Success - Student Support and Engagement
125 S. Clark Street, Chicago, Illinois 60603

To Apply: Please send your resume and cover letter to: ZAMohammed@cps.edu. Please include position title and your name in the Subject Line.

The Attendance and Truancy Specialist will be held accountable for the following responsibilities:

- Lead the implementation of attendance improvement and truancy reduction strategic plans by providing critical data and process support to Networks and Schools (e.g., monitor programs/interventions, track of student outcomes, and collect and disseminate promising practices)
- Produce and distribute tailored attendance monitoring reports to Networks and Schools
- Perform necessary data analyses of student level attendance data required to generate aforementioned monitoring reports, in coordination with the Office of Accountability
- Analyze, mine and refine raw student attendance data to surface innovative ways to look at student attendance data to overcome attendance challenges
- Provide basic training and technical assistance to school based attendance teams around entering student attendance in CPS' student information system (i.e., monitor data quality indicators to troubleshoot common issues and systemic barriers with recording and monitoring attendance)
- Serve as primary point of contact for school based attendance staff

In order to be successful and achieve the above responsibilities, the Attendance and Truancy Specialist must possess the following qualifications:

Type of Education Required

- Bachelor's degree in Education, Business, Social Work or related field required

Type of experience and Number of years A minimum of three years of highly successful and relevant experience implementing and monitoring student support programs

- A minimum of three years of experience in urban education or related field

Knowledge, Skills, and Abilities:

- Experience working in public education, preferably in urban school districts
- Holds belief that all children deserve a high quality public education
- Knowledge of strategies for improving student attendance, achievement, and retention
- Experience working with CPS Student Information Systems and Dashboard strongly preferred
- Strong relationship-building skills with school leadership and attendance staff, CPS Departments, peers, and other key stakeholders
- Experience with data analysis software such as SAS, Excel, STATA, or SPSS strongly preferred

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Real Estate Analyst

To Apply: Please send your resume and cover letter to: opscareers@cps.edu. Please include position title and your name in the Subject Line.

Responsibilities:

- Provide research and technical assistance to the Real Estate Department on property-related projects, including verifying property ownership, researching legal descriptions and PINs, preparing Sidwell or other maps describing ownership, reviewing zoning ordinances, property acquisition and disposition, budgeting, and preparing Board Reports and resolutions for Board meetings.
- Provide technical assistance to outside counsel, appraisers, brokers and consultants as needed.
- Maintain and update records of the properties owned and occupied by the Board.
- Provide technical assistance to the Real Estate Department to ensure the information provided to the public regarding properties acquired, sold or leased is accurate, current and accessible.
- Serve as a point of contact for the Real Estate Department to advise schools, departments and third parties of operational procedures as necessary.
- Assist with any additional Real Estate projects as needed.

Education: Paralegal preferred. Applicants with strong real estate and legal administrative support experience may also be considered.

Experience: Minimum of 5 years of real estate and administrative support experience.

Knowledge, Skills and Abilities:

- Highly organized
- Self-starter with demonstrated ability to complete projects on deadline
- Excellent oral and written communication skills
- Ability to prioritize and manage multiple projects
- Must be highly proficient in Microsoft Office (Outlook, Word, Excel)

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Assistant General Counsel I

Grade: 66

Position Number: ADGC1-LGL760

Salary: Commensurate with experience

DESCRIPTION

The Assistant General Counsel I will represent the Authority in legal matters relative to various type of evictions based on failure to pay rent, criminal activity, and other lease violations.

This will primarily include issues related to forcible entry and detainer cases and litigation of claims against or on behalf of the Authority.

The Assistant General Counsel I may also be involved in consent decrees, employment, labor, ethics and the counseling of other CHA departments on various legal issues.

As needed, the Assistant General Counsel I will also handle other litigation, including, but not limited to personal injury, property damage, foreclosure, mechanics lien, breach of contract, and Housing Choice Voucher matters.

REQUIREMENTS:

This position requires a Juris Doctorate degree, admission to the Illinois Bar, and a minimum of two years' experience.

Further requirements consist of superior drafting skills, substantive knowledge of forcible entry and detainer actions, as well as HUD rules and regulations related to termination of lease; and general knowledge of legal/trial practices and procedures in various courts.

Good analytical, verbal and written communication skills are necessary to prepare legal defenses, analyze documents, and conduct legal research and investigations.

Housing Policy Legislation and Real Estate experience helpful.

Apply Now at <http://www.thecha.org/pages/careers/24.php>

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Assistant General Counsel I - I in the Corporate Counseling and Contracts unit

Grade: 66

Position Number: ADGC1-LGL760

Salary: Commensurate with experience

DESCRIPTION

The Assistant General Counsel I in the Corporate Counseling and Contracts unit will include: negotiating, drafting, reviewing or revising contracts and other agreements; counseling and advising on contract interpretation, administration, modification and closure; assisting and handling contract disputes and claims and resolutions, including settlements and releases, contract breaches and defaults and terminations. In the construction area this includes, delay claims, productivity claims, equitable adjustments and errors and omissions. Assistance with contracts dispute resolution procedures and litigation may be required.

The attorney would handle all aspects of procurement matters from assisting with drafting solicitation documents, providing advice and counsel for the procurement process and handling or assisting with procurement protest and appeals of denials. For regulatory matters, work may entail assisting with response to a regulatory agencies inquiry or informal or formal action; complying with administrative procedures; researching statutes, regulation, rules and orders and providing counsel with respect to regulatory considerations for planning and implementing CHA business initiatives.

REQUIREMENTS:

A Juris Doctorate Degree, admission to the Illinois Bar and a minimum of five years' experience.

Significant experience in construction law, including A/E Design preferred. Further requirements consist of: strong written and oral communication skills, solid analytical and research skills and strong drafting skills. Must be a team player, readily able to adapt and to provide legal support for a dynamic environment. The attorney must have substantial expertise/experience in contract law and commercial law and should have some procurement law experience. Experience with municipal law, including municipal corporate governance is preferred. Regulatory law, public housing, and/or Department of Housing and Urban Development knowledge helpful. Familiarity with intergovernmental relationship and agreements a plus. Intellectual property law and information technology expertise is also helpful.

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Deputy of Administration

Division: Finance & Administration

Grade: 73

Position Number: DPAD-FIN910

Minimum Salary: Commensurate with experience

DESCRIPTION

The Deputy of Administration will report to the Chief of Finance and Administration will be responsible for providing leadership to the effective administration of the following departments: Human Resources, Diversity, General Services and Procurement.

The incumbent will also oversee the administration of other CHA assets (e.g. Charles E. Hayes Family Investment Center (FIC))

REQUIREMENTS:

Bachelor's Degree in Business Administration, Public Administration, or related field and a minimum of five years management level experience.

The successful candidate will possess the following:

- Experience with the delivery of customer-focused services.
- Excellent written, verbal and interpersonal communication skills.
- Demonstrated resiliency and decisiveness.
- Computer literacy
- Capacity to ensure staff accountability.
- Ability to build cohesive teams which consistently perform at an optimum level.
- Effective problem solving skills.

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Job Title: Labor Conciliator Spanish Speaking

Agency: Department of Labor

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

Salary: \$4,777.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 15-IDOL-0018

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Assistant Manager of the Conciliation and Mediation Division, investigates and reviews payroll and a variety of other employer and employee records for compliance with the Illinois Prevailing Wage Act and the Employee Classification Act. Mediates and conciliates labor disputes; oversees and directs bargaining agency elections and card checks in the public and private sectors. Investigates alleged violations of the Worker Adjustment and Retraining Notification Act (WARN). whistle blower protections under the Environmental Protection Act and The Child Care Act, and other related statutes. Performs written and spoken translation for Spanish-speaking claimants and the general public.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably supplemented by courses in labor law. Requires three years of professional experience in industrial relations, business management or the negotiation of labor disputes. Requires extensive knowledge of labor organizations, labor laws and the procedures involved in negotiations for the settlement of labor disputes. Ability to read and write fluently in Spanish.

8:30 am to 5:00 pm Monday through Friday (no weekends or State holidays)

Illinois Department of Labor 160 North LaSalle Street Chicago, IL 60601

Illinois Department of Labor / Deborah Morris

900 South Spring Street Springfield, IL 62704 217-782-0596 Fax

deborah.morris@illinois.gov

HOW TO APPLY IF YOU ARE NOT A CURRENT STATE EMPLOYEE, NOR, HAVE EVER HELD CERTIFIED STATUS WITH THE STATE OF ILLINOIS; Please submit a completed and signed CMS-100 Employment Application and submit with a cover memo indicating the specific vacancy identification number you are bidding on to the Bidding Contact/address listed above. You will need to receive a valid grade from Central Management Services (CMS). ***NOTE: CMS and the bidding agency are two separate agencies, therefore, submitting your CMS-100 application to CMS for a grade is not in lieu of submitting a CMS-100 to the bidding agency as well.

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Job Title: Mental Health Technician II

Agency: Human Services

Closing Date/Time: Mon. 03/17/14 5:00 PM Central Time

Salary: \$2,930.00 - \$3,721.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 20

Plan/BU: RC009

Bid ID#: 10-72-75148-75168

Description of Duties/Essential Functions Benefits Supplemental Questions

Under the direct supervision of the Supervisor, performs various direct care duties on designated shift for the care, treatment and development of the developmentally disabled residents in the unit; carries out specific nighttime programs according to the individual resident's habilitation plan; cooperated with unit staff and co-workers to perform housekeeping duties and assists in keeping the home in a safe, clean odor free and homelike environment. Provides required personal care services for the residents in the unit such as toileting, bathing and dressing. Implements specific programs such as toiling, behavior management, skill training etc. according to the established habilitation plan; observes resident response to programs and reports their response to supervisor; records and maintains documentation of resident progress notes, injury reports, etc. Performs routine health care procedures such as minor first aid and taking vital signs; reports various medical information such as symptoms of illness and medication reactions to appropriate personnel. Performs a variety of duties in maintaining assigned house in safe, clean and orderly condition, performs housekeeping functions such as mopping, laundry, cleaning kitchen, bathrooms, and all living areas. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Requirements:

Requires completion of an approved training program and six months experience in or applicable to care, treatment or habilitation of persons with Developmental Disabilities.

Work Hours & Location/Agency Contact: 6:10 AM-2:10 PM OR 2:00 PM-10:30 PM

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

Contact Person: Alice M. Chambers

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

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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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - General

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Job Title: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

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

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Support Service Worker Agency: Human Services
Closing Date/Time: Fri. 03/14/14 5:00 PM Central Time
Salary: \$2,761.00 - \$3,389.00 monthly Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: 01
Plan/BU: RC009 Bid ID#: 10-72-79279

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of the Dietary Manager and guidance and direction from the support service coordinator 2, performs routine tasks as assigned in a food service capacity including preparing and cleaning food, plating food, delivering meals and cleaning and operating various food service equipment. Prepares food for cooking and cooking operations; cleans and prepares fruit and vegetables; utilizes kitchen equipment including peelers, choppers, blenders, food processors, etc. Plates food in proper portions according to regular menu specifications on a tray line. Loads and delivers food containers to living areas for persons served; retrieves dirty containers for return to dietary; delivers snacks and supplies throughout the center. Performs manual cleaning and maintenance work within food handling area including cleaning and sanitizing pots, pans, cooking utensils manually and in dishwasher; cleans food carts, sweeps and mops equipment including dishwasher, tray washer and pan washer. Lifts and carries food items from carts to freezer, from freezer to shelving and from preparation area to carts for transportation; dates, labels and stores dry stock. Portions food according to pre-established portions prior to setting tray line. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of High School supplemented by 6 months experience in dietary services.

Work Hours & Location/Agency Contact: WORK HOURS: To be discussed at the time of the interview. WORK LOCATION: LUDEMAN CENTER DIETARY DEPARTMENT
114 N. ORCHARD DRIVE PARK FOREST, IL 60466
CONTACT PERSON ALICE M. CHAMBERS / HUMAN RESOURCES REPRESENTATIVE
114 NORTH ORCHARD DRIVE PARK FOREST, IL 60466 708-283-3015

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Veterans Nursing Assistant - Certified

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$2,893.00 - \$4,043.00 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 general supervision, performs nursing assistance and personal care services for patients with physical and/or mental impairments who reside in homes operated by the Department of Veterans' Affairs; assistance typically includes physical care, activities of daily living, patient feeding, bathing, personal hygiene care, ambulation, transfer of residents, dressing needs; takes and records vital signs; prepares and maintains records and reports. Performs routine cleaning and organization of resident units and equipment including: storage areas, beds, closets, bedside tables and furnishings.

Minimum Requirements:

In compliance with Section 340.1376, 77 of the Illinois Administrative Code, requires inclusion on the Illinois Department of Public Health Nurse Aide Registry in "good standing." Requires working knowledge of principles or accurate observation and recording; usage, cleaning and storage of equipment; safety rules for transferring residents and utilization of good body mechanics. Requires ability to follow written and oral instructions from licensed personnel; to complete work assignments including required flow sheets and documentation; to maintain courteous, cooperative relationships with residents, families, visitors and staff.

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only)

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Houseman / Crowne Plaza

JOB OVERVIEW: Assist the room attendants with any needs including but not limited to linen, trash removal, and items needed for guest rooms as well as cleanliness and upkeep of public areas and guest room halls/stairwells, etc.

DUTIES AND RESPONSIBILITIES •Cleaning and maintenance of the hotel's public areas including hallways, landings and exterior grounds. •Provide active support for room attendants on guest floors including the delivery and collection of supplies, amenities and linen.

QUALIFICATIONS AND REQUIREMENTS

High School Diploma / secondary education / equivalent plus two years housekeeping/laundry experience preferably in a hotel of similar size, including supervisory experience. Some college preferred. Must speak fluent English. Other languages preferred.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. • Ability to be on feet for long periods, ability to lift/push/pull 50+ lbs. •Must be willing to work a variety of day, night, and weekend shifts. •Must be able to converse in Basic English. •Ability to bend, stoop, and reach repeatedly. •Must have excellent interpersonal skills and meet or exceed guests and team expectations and standards. •Must meet grooming standards. •Must have a high level of energy. •Must enjoy working independently. •Must be a citizen of this country or possess a valid work permit. •Must attend department meetings.

EDUCATION and/or EXPERIENCE • High school. Diploma, or general education degree (GED); any combination of education, training, or experience that provides the required knowledge, skills, and abilities. •Prior hospitality experience highly preferred, previous janitorial and/or manual labor experience of at least 1 year required

LANGUAGE SKILLS • Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS • Ability to add and subtract double digit numbers.

•Ability to perform operations using units of measurement, volume, and distance.

Apply online at <http://ihg.jobs.net/job/Houseman-Crowne-Plaza/J3H1TX7513M8TK2DH07/>

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Financial Analyst (Hourly) Job ID: 1402

Closing Date: 03/13/2014

Administrative/Financial Analyst (H)

Date Posted: 2/27/2014

Location: Central Administration - COMPTROLLERS OFFICE

THIS POSITION IS BUDGETED FOR UP 20 HOURS A WEEK.

CHARACTERISTICS OF THE CLASS:

Under general supervision, responsible for producing accurate capital expenditure and investment return reports on a timely basis. Performs related duties as required.

EXAMPLES OF DUTIES:

Responsible for the monthly analysis of capital expenditures and reimbursement recommendations. This will include downloading information from Oracle into Excel, analysis of the data and the production of a report which includes recommendations. Responsible for the monthly analysis and reconciliation of investment returns. This will include the review of various reports and the production of a report. Other special projects as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Bachelor's degree in Accounting or Finance or related field plus one to three years of financial or accounting experience or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Knowledge of accounting and financial principles. Knowledge of accounting and reconciliation functions. Knowledge of computerized financial system applications. Analytical and data base preparation skills. Ability to work effectively under tight time lines. Knowledge of Excel, Microsoft Access and related applications.

Salary: \$22.48 per hour

Apply online at

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

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Attendant Part-time (Central Region) -YEAR ROUND Job ID: 1408

Closing Date: 03/18/2014

Custodial/Attendant (H)

Date Posted: 3/4/2014

Location: CENTRAL REGION - PING TOM MEMORIAL PARK

THIS POSITION IS BUDGETED FOR UP 25 HOURS A WEEK.

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.

DESIRABLE 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: \$13.61 per hour

Apply online at

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

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Ball Field Maintenance Laborer (Seasonal) DISTRICTWIDE Job ID: 1350

Closing Date: 03/25/2014

Landscape/Ballfield Maintenance Laborer (S)

Date Posted: 3/4/2014

Location: NATURAL RESOURCES

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, repairs and maintains ball diamonds in Park District parks and facilities. Performs unskilled manual tasks required to repair ball diamonds and keep them in good playing condition. Performs related duties as required.

EXAMPLES OF DUTIES:

Performs routine manual tasks to repair baseball and softball diamonds and infields. Rakes, fills and tamps holes in baseball and softball fields. Loads dirt and transports wheelbarrows. Hand drags skinned infield areas. Accurately marks with marker and marble dust, baseball, softball and possibly soccer and football fields. Measures and lays out bases accurately. Waters newly seeded areas. Removes litter and debris. Reports ball field damage or hazards to supervisor.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Experience playing or watching baseball, softball or related sports is recommended.

Experience performing manual labor is also desirable. **Knowledge, Skills and Abilities:**

Knowledge of softball, baseball and/or related sports. Ability to learn job tasks after brief on the job training. Willingness and ability to perform manual work as described under duties. Ability to follow directions.

Union: SEIU-Local 73

EEO: Service-Maintenance

FLSA: Non-Exempt

SALARY: \$8.97 PER HOUR

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Senior Project Manager (M) Job ID: 1394

Closing Date: 03/16/2014

Professional/Senior Project Manager

Date Posted: 2/25/2014

Location: Central Administration - CAPITAL CONSTRUCTION

CHARACTERISTICS OF THE CLASS: Under general direction, responsible for every aspect of projects from analysis and design through completion. Is fully accountable for the success of projects as measured by user satisfaction, meeting budget and schedule requirements, fostering team spirit and motivation and preventing and resolving conflicts. Provides design implementation, technical and professional support and finance management. Performs related duties as required.

DESIRABLE MINIMUM QUALIFICATIONS

Training and Experience: Bachelor's degree in civil engineering or closely related engineering degree from an accredited college, university or technical school; or equivalent experience, preferably seven to nine (7 - 9) years of hands-on field experience performing construction administration at active construction projects involving multiple contractors and sub-contractors within various trades (i.e. carpentry; plumbing; electrical; building HVAC systems; masonry; flat work - asphalt/concrete; roofing; playground installations; pool repairs, etc.) is required. License requirement: Illinois Driver's License

Knowledge, Skills and Abilities: Knowledge of the management processes in a variety of settings and the ability to apply this knowledge to the development of innovative solutions to problems in the design and implementation process. Professional knowledge of management principles and practices. Proficiency using software to track projects, construction schedule, and costs. Proficiency in Microsoft Office Suite. Knowledge of Primavera or similar scheduling/database type systems preferred. Demonstrated ability to manage successfully the design and implementation process for large and complex projects within demanding time and cost constraints. Demonstrated ability to manage project budget in design and implementation. Demonstrated ability to manage project schedules. Comprehensive understanding of project delivery gained through documented education and/or experience. Ability to perform multiple tasks concurrently. Ability to detail, to perform within deadlines, to maintain confidentiality and to manage multiple and various stakeholders. Organized and confident working independently and efficiently under pressure.

Career Service: Exempt

EEO: Professional

FLSA: Exempt

Anticipated Salary Offer: \$75,000 - \$90,000 per year

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SPECIAL EVENT MANAGER Job ID: 1404

Closing Date: 03/13/2014

Professional/Special Event Manager

Date Posted: 2/27/2014

Location: Central Administration - REVENUE

CHARACTERISTICS OF THE CLASS: Under general supervision manages marketing, sales, promotion and rental operations of Chicago Park District Special Event Venues and Special Use Facilities. Performs related duties as required by the Director.

EXAMPLES OF DUTIES: Oversees the operations for the district-wide Special Event Venue program. Recommends improvements in the rental process, policies and rental rates. Manages the Preferred Professional and Registered Professional programs. Manages designated special event venues/permits within the Park District. Processes applications, schedules events, prepares and issues contracts and permits, assesses and collects fees and commissions as well as documentation. Monitors events including the set up and tear down. Refunds money and communicates with patrons regarding security deposits. Supervises the event and building maintenance staff, orders supplies and communicates with internal departments to ensure the buildings and grounds are properly maintained. Coordinates the logistics of special events, negotiates with vendors, outlines space needs, mailing information, submits vouchers for payment and ensures the delivery of services and goods.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Bachelor's Degree in Communications, Public relations, Marketing, Event Management or related field supplemented by three to five (3 -5) years of related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Knowledge of event management, marketing and public relations principles and practices. Good writing and communications skills. Knowledge of Microsoft Office software applications, particularly Access Database management. Ability to navigate the Internet web based applications. Ability to work constructively with community groups, outside agencies and Park District staff. Management and organizational skills.

2014 Salary: \$45,000/per year

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Senior Lifeguard (Seasonal- Summer) Job ID: 1324

Closing Date: 4/24/14

Seasonal Only/Senior Life Guard (S)

Date Posted: 2/3/2014

Location: COMMUNITY RECREATION - AQUATICS

EXAMPLES OF DUTIES: Supervises a crew responsible for guarding a beach, section of beach or pool area to protect swimmers from accidents or drowning. Gives daily guarding assignments to beach or pool crew. Closely monitors guarding activities and enforces Chicago Park District rules and regulations. Supervises the maintenance of a clean and safe beach or pool environment. Provides orientation for assigned staff in proper emergency procedures, enforcement of safety standards and ensuring the proper condition and placement of lifesaving equipment. Responds to crowd control and emergency situations by following established procedures, such as administering first aid and CPR and notifying the proper authorities. Responds to questions from park patrons regarding aquatic facilities and activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from high school or an equivalent combination certification (GED) is recommended. A minimum of two (2) seasons of life guarding experience at a public open water surf beach or pool location is required.

Certification Requirements at time of hire:

American Red Cross Life guarding certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent; American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Blood borne Pathogens Training or equivalent

Chicago Park District Life guarding Card

Knowledge, Skills and Abilities: Knowledge of lifesaving and life guarding methods and techniques; effective oral communication skills; ability to handle the public with tact and courtesy; ability to administer first aid and CPR to victims needing such attention; ability to supervise a staff responsible for enforcing water safety standards.

SEIU-Local 73 Career Service

EEO: Protective Service

FLSA: Non-Exempt

SALARY: \$14.68 per hour

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Shallow Water Attendant (Seasonal- Summer) Job ID: 1325

Closing Date: 4/24/24

Seasonal Only/Shallow Water Attendant (S)

Date Posted: 2/3/2014

Location: COMMUNITY RECREATION - AQUATICS

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, ensures the safety and supervision of swimmers at Park District water playgrounds and mini pools with a depth of four feet or less. Performs related duties as required.

EXAMPLES OF DUTIES:

Guards mini pool area or water playground area to protect swimmers from accidents or drowning. Responds to emergency situations in accordance with established methods and procedures. Administers first aid, CPR as necessary. Enforces park rules and regulations regarding mini pool and water playground activities. Maintains aquatic safety equipment by inspecting and reporting repairs needed to buoys, floats, ropes or other equipment installed as safety measures. Performs maintenance duties in keeping pool and water playground areas clean, safe and attractive.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Completion of at least one year of High School is recommended.

Certification Requirements: American Red Cross Lifeguarding certificate, or American Red Cross Shallow Water Attendant certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent; American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Bloodborne Pathogens Training or equivalent

Chicago Park District Lifeguarding Card

Knowledge, Skills and Abilities:

Knowledge of lifesaving and life guarding methods and techniques. Ability to meet and deal with the public. Ability to swim and dive proficiently. Ability to administer first aid and CPR to victims needing such attention. Ability to pass physical skills test required.

SEIU-Local 73 Career Service EEO: Protective Service FLSA: Non-Exempt

SALARY: \$10.36 per hour

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