



Mental Health Worker

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

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

Description:

The Mental Health Worker completes delegated aspects of the patient admission/transfer and/or discharge process.

S/he observes patient behaviors, symptoms, and problems and reports findings. The Mental Health Worker completes and maintains patient records; assures environment is safe and sanitary; and assists in medical and psychiatric emergencies.

S/he provides direct patient care including: assisting with ADLs, 1:1 observation, escorting patients on/off unit, taking vital signs, and assisting in milieu management. The Crisis Worker also obtains intake information needed to facilitate disposition of patients requiring a higher level of care.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of experience in the mental health field required.

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

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

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Patient Care Technician

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

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Description:

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding. Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

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

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

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Physical Therapist

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

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Description:

The Physical Therapist organizes and conducts medically prescribed physical therapy programs in the hospital to restore function and prevent disability following disease, injury, or loss of body part.

S/he administers and directs administration of physical agents, exercise, and gait training utilized in physical therapy programs, as prescribed by referring physician.

Part time position working from 9:00 a.m. until 3:30 p.m. Required to work every Saturday.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in the area of Therapy specialty or related field required.
Registered Therapist in state of Illinois

Minimum of 2 years of Therapist experience in acute care setting.

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

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

Email: employment@stbh.org

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Mail: Human Resources Department

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Ultrasound Technologist

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

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Description:

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

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

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an AMA approved school of Radiologic Technology

A.R.R.T. certification required.

ARDMS (American Registry of Diagnostic Medical Sonographers) certificate.

Experience in performing NT (Nuchal Translucency) procedure.

Minimum of 2 years of Ultrasound Technologist experience

Meditech computer experience is a plus.

Knowledge and ability to use automated and conventional radiology equipment.

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

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

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Job Title: Paralegal Assistant

Agency: Children & Family Services

Closing Date/Time: Fri. 10/02/15 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1524006-244041

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direct supervision of the Office of the Guardian Legal Counsel, screens cases for adult guardianship; prescreens for opening estates; screens cases for research study participation; performs special projects and prepares statistical or other reports; obtains legal materials for staff attorney and law clerk; files court documents; travels in the performance of duties.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in such areas as legal, pre-legal, English, statistics or directly related coursework; preferably requires a paralegal certificate; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact: Monday-Friday, 8:30am to 5:00pm

Office of the Guardian, 17 N. State, 7th Floor, Chicago, Illinois 60602

Supervisor: M. Long

CONTACT PERSON: James Sneed

IDCFS, Office of Employee Services, 100 W. Randolph, Ste. 6-100

Chicago, IL 60601

Phone: 312-814-1222 Fax: 312-814-1224 Email: James.Sneed@illinois.gov

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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: Office Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Fri. 10/02/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1548015-481942

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Work Hours & Location/Agency Contact:

Work Hours: Monday - Friday 8:30AM -5:00PM

Location: 1026 S Damen, Chicago IL 60612

Agency Contact: Tracey Hardrick, Personnel Liaison

Bureau of Operations, Cook

1911 S Indiana, 10th Fl

Chicago, IL 60616

Phone: 312-328-2509 Fax: 312-328-2510

Tracey.Hardrick@Illinois.Gov

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 2 – Typing

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Job Title: Office Associate opt. 2 (Spanish Speaking)

Agency: Children & Family Services

Closing Date/Time: Fri. 10/02/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1548017-489200

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions; translates and interprets, both orally and in writing, for Spanish speaking clients.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology; requires ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact:

Work Hours: Monday - Friday 8:30 AM - 5:00 PM

Location: 1026 S Damen, Chicago IL 60612

Agency Contact: Tracey Hardrick, Personnel Liaison

Bureau of Operations - Cook

1911 S Indiana, 10th Fl

Chicago, IL 60616

Phone: 312-328-2509 Fax: 312-328-2510

Email: Tracey.Hardrick@Illinois.Gov

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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 2 – Typing

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Job Title: Public Service Administrator - Opt 6

Agency: Children & Family Services

Closing Date/Time: Fri. 10/02/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 1524004-240104

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction, serves as Statewide Immigration administrator/Special Projects Coordinator; directs and manages the statewide petition and application process for undocumented and newly legalized dependent youth served through the Department; develops and directs special services for the targeted population; serves as liaison with federal governmental entities, service providers, and the juvenile court; reviews and interprets immigration laws and federal regulations; performs research for special projects and reports; interacts with executive and administrative staff, community service providers, elected officials, and the general public; serves as working supervisor.

Minimum Requirements:

Requires an MSW and three years administrative child welfare experience or a master's degree in an acceptable human services field and four years administrative child welfare experience; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact:

WORK LOCATION: Monday-Friday 8:30 AM to 5:00 PM

DCFS, Office of the Guardian, 17 N. State Street, 7th Floor, Chicago, IL 60602

Supervisor: L. Robinson

CONTACT PERSON: James Sneed

IDCFS Office of Employee Services, 100 W. Randolph, Chicago, IL 60601

Phone: 312-814-1222 Fax: 312-814-1224 Email: James.Sneed@Illinois.gov

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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 6 - Health & Human Services

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Job Title: Public Service Administrator - Permanency Supervisor

Agency: Children & Family Services

Closing Date/Time: Thu. 10/01/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1533045-333990

Minimum Requirements:

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires a valid driver's license.

Work Hours & Location/Agency Contact: Monday-Friday 8:30 AM to 5:00 PM

DCFS Aurora Field Office

8 E. Galena Boulevard

Aurora, IL 60506

Supervisor: D. Durpetti

Contact: Lora Busse-Fleck

DCFS Aurora Regional Office

8 E. Galena Boulevard

Aurora, Illinois 60506

Phone: 630.801.3575

Fax: 630.801.3530

Email: Lora.Busse-Fleck@Illinois.gov

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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 6 - Health & Human Services

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Job Title: Stationary Engineer

Agency: Central Management Services

Closing Date/Time: Fri. 10/02/15 5:00 PM Central Time

Salary: \$43.94 - \$45.70 hourly Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: PR000 Bid ID#: CMS 11190

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Chicago. Requires possession of a valid certificate as a Universal Technician under U.S. E.P.A. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires the ability to perform various tasks such as lifting and moving equipment/machinery up to 50 pounds (up to 100 pounds with assistance). Requires skill in the use of tools and equipment used in maintaining powerhouse equipment. Requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate, valid driver's license and/or an ability to travel. Requires working rotating shifts, including weekends and holidays. Requires ability to utilize agency supplied equipment (i.e., cell-phone, blackberry, pager, etc.).

Work Hours: 3:00pm-11:00pm and/or 11:00pm-7:00am with days off midweek

Work Location: Central Management Services

Property Management/Facilities Management/Chicago/Northern Region/Chicago

Developmental/Mental Health Centers – Madden Mental Health Center

1200 S. First Ave., Hines, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702

217-782-6239 217-782-9925 Fax

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 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: Technical Advisor III

Agency: Children & Family Services

Closing Date/Time: Thu. 10/01/15 5:00 PM Central Time

Salary: \$5,770.00 - \$8,873.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010 Bid ID#: 1500004-002377

Minimum Requirements: Requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois; requires two years professional experience in the practice of law; preferably requires five years professional experience in the practice of law; requires possession of a valid driver's license and ability to travel; requires thorough knowledge of common law and of state and federal laws, particularly relating to administrative and regulatory functions; requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings, and trials procedures; requires extensive knowledge in the field of law with which primarily concerned; requires ability to plan, lay out, and review work relating to complicated legal problems; requires ability to maintain satisfactory working relationships with superiors, other attorneys, employees, and the general public; requires litigation skills; requires skill and ability in analyzing, appraising, and organizing facts, evidence, and precedents concerned in difficult and complex cases and in presenting such material in clear and logical form for oral or written presentation, as briefs, orders, reports, or decisions; requires ability to exercise sound judgment in appraising and evaluating problems of a procedural nature.

WORK HOURS: Monday – Friday 8:30 A.M. to 5:00 P.M.

WORK LOCATION: 17 N State St. Chicago, IL

AGENCY CONTACT: Kara Bandelow

406 E. Monroe, Station 373, Springfield, Illinois 62701

Kara.Bandelow@illinois.gov

Phone: 217-557-1757 Fax: 217-524-3970

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 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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Retail Sales - Mattress/Bedding, Part Time: Bolingbrook, IL, Macy's The Promenade Bolingbrook

Location: Bolingbrook, Illinois

Job Category: Stores

Requisition ID: 71239154

Job Overview:

The Big Ticket Sales Associate is responsible for providing outstanding customer service, meeting hourly sales and Star Rewards goals on a personal and departmental basis, and demonstrating superior product knowledge to customers. To create a shopping experience that will make the customer feel welcome and comfortable. Performs other duties as assigned. The summary below may not include all the essential functions and qualifications for this position. For more information, we encourage you to review the complete job description by clicking here.

Qualifications:

Communication Skills: Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent written and verbal communication skills.

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator.

Physical Demands: This position involves constant moving, talking, hearing, reaching, and standing. Involves standing for at least two consecutive hours. Involves lifting at least 30 lbs. May occasionally involve stooping, kneeling, crouching, and climbing ladders. Vision abilities include close vision, color vision, depth perception, and ability to adjust focus. Involves close vision, color vision, depth perception, and focus adjustment.

Other skills: Must be able to function as part of a team. Possess a strong sense of urgency. Must enjoy meeting and interacting with customers. Possess a thirst for learning. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Should be comfortable with the use of computers and frequent use of RF equipment.

Work Hours: Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays. Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71239154>

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Building Attendant

Location: Chicago , IL

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

All Building Attendants operate within a team on the first (morning/day) and second (afternoon/evening) shifts reporting to the Team Lead and Housekeeping Supervisor.

Two full-time shifts available: 1st shift (7:00am - 3:30pm) and 2nd shift (2:30pm - 11:00pm).

Responsibilities include, but are not limited to the following:

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

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

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

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Guest Relations Representative

Location: Chicago, IL

The Guest Relations Department is responsible for providing world-class service to our visitors, generating revenue through ticket sales, and tracking museum attendance. We are seeking friendly and energetic Guest Relations Representatives to join our team and ensure a positive and memorable experience for our visitors.

Job Responsibilities

Provide excellent face-to-face customer service for the Museum visitors
Facilitate the admission process by providing information to visitors as they wait in line
Monitor and maintain the flow of guests into ticketed exhibitions

Process ticket orders (cash or credit card) using the Museum's ticketing software
Provide excellent face-to-face customer service for Museum visitors
Staff coat check operations - check bags, coats and renting strollers/wheelchairs

Facilitate the admission process by providing information to visitors as they wait in line.
Check-in all school/student groups
Staff the Museum's Siragusa Center - our lunchroom for all student and children groups
Additional responsibilities as assigned

Job Qualifications

HS diploma or equivalency required
Two to three years of proven customer service experience in a similar environment

Must be available at least one weekend day per week
Must possess excellent communication skills

Familiarity or ability to use Windows-based computer programs
Must have previous cash-handling experience and excellent math skills

Must be able to stand, sit and move to different posts throughout a shift. • This position requires standing for long periods of time (2+ hours)
Second language is a plus. First aid and/or CPR training a plus

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

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Public Relations and Community Awareness Director

Location: Chicago , IL

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

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

Qualifications

10+ years experience in PR/Media and Community Relations.
Superior written and verbal communication skills as well as attention to detail are critical. Demonstrated budget planning and management experience.
Ability to champion ideas, build consensus and listen to others.
Excellent leadership skills with the ability to motivate teams for individual and group growth. Deep understanding of emerging and unconventional media channels.
Skill to draw relevant connections between the Museum's work and contemporary trends and public concerns. Willingness to experiment with new tactics, measure, learn and improve. Ability to develop and implement strategic plans in a multiple-priority environment. Capacity to remain calm, thoroughly evaluate situations and create response plans under pressure. A dynamic personality, with the skill to evoke excitement and enthusiasm in others is essential.

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

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Job Title: Auto Mechanic

Opening Date/Time: Wed. 09/16/15 12:00 AM Central Time

Closing Date/Time: Tue. 09/29/15 11:59 PM Central Time

Salary: \$30.64/Hour

Job Type: Service Maintenance

Location: Various Locations throughout the Tollway System, Illinois

Department: Engineering

Description Benefits Supplemental Questions

Repair and maintenance of automobiles, trucks, tractors, salt spreaders, snow plows, construction equipment and machinery commonly used by ISTHA in maintenance of roadway and structures.

Typical Qualifications:

The incumbent must possess a minimum of eight (8) years of mechanical experience in automotive, truck, and/or equipment repair and maintenance.

A Class "A" CDL permit with an endorsement for air brakes is required at the time of interview.

Candidates will be required, as a condition of employment, to obtain a Class "A" CDL with an endorsement for air brakes within his/her probationary period and maintain said license throughout the term of their employment.

Failure to obtain and/or maintain said license shall be grounds for termination. All costs associated with the permit and license are the responsibility of the candidate/employee."

The incumbent must successfully pass the ISTHA Mechanic test with a score of sixty five percent (65%) passing grade or currently hold an ASE Master Mechanic Certification. Incumbent must be a High School Graduate or equivalent. Incumbent must be able to lift 75-100 pounds.

Must have sufficient tools as required by ISTHA. The incumbent must acquire and maintain all Federal, State and Local Certifications or Licenses required to perform the duties and tasks of the position.

Apply online at <http://agency.governmentjobs.com/illinoistollway/>

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Job Title: Office Supervisor/Cash Handling

Opening Date/Time: Wed. 09/16/15 12:00 AM Central Time

Closing Date/Time: Tue. 09/29/15 11:59 PM Central Time

Salary: \$16.67/Hour

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Toll Operations

Examples Of Essential Duties: The Office Supervisor reports directly to the Lead Supervisor. Incumbent has functional supervision over one full-time clerk.

The function of the money room office is to collect the revenue day counts from approximately 15 cash handling counters and balance these counts providing money room supervisors with accurate revenue bag totals as well as currency counts. To enter and process all detailed revenue counts into the M.C.R. (host) auditing system for further reconciliation by Toll Audit. The Office Supervisor is also responsible for solving various problems concerning the reconciliation and discrepancies in a revenue days receipts with toll audit. Informs the Information Technology Department of any software bugs as well as suggesting enhancements to the M.C.R. (host) system to more effectively process days counts. Primary responsible for distribution of work loads for 1 full-time office clerk. Ensures that proper auditing procedures are followed in the process and reconciliation of daily revenues. Analyze current money room reports and screens for possible enhancements and requests changes to the Information Technology Department. Reports any deficiencies in Money Room procedures directly to the Manager of the Money Room, along with possible corrective action. Also orders any needed supplies and processes invoices through the S.U.N. system.

1. Current revenue receipts
2. Previous day revenue receipts. These receipts are distributed to the clerks based on individual ability.
3. Orders Supplies

Typical Qualifications: High School graduate of equivalent is required. Associates Degree in Accounting or related field is desired. . Aptitude with math and accounting is required. Previous experience in a banking environment and or related field is required. Strong auditing background is required. Working knowledge of MS Word, Excel and Outlook is required. Incumbent must have strong analytical abilities, the ability to accomplish a volume of activity on a schedule. An extensive background check is required.

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Job Title: Payroll Analyst

Opening Date/Time: Wed. 09/16/15 12:00 AM Central Time

Closing Date/Time: Tue. 09/29/15 11:59 PM Central Time

Salary: \$16.67/Hour

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Finance

DIMENSIONS: Annual Payrolls Processed: \$112,000,000 which includes: • Four (4) Bi-weekly Union payrolls • Three (3) Semi monthly payrolls • One (1) Monthly payroll

Examples Of Essential Duties: The Payroll Analyst reports directly to the Payroll Supervisor as do the other three Payroll Analysts. The incumbent assists the Payroll Manager and Payroll Supervisor to ensure that all payrolls are processed timely, based on the Comptroller's Office schedule, and in accordance with all State guidelines. Internal contacts include all departments within the Tollway to ensure payroll needs are met. External contacts include the Comptroller's Office, as well as various State agencies as needed. The Payroll Analyst will be responsible for the preparation of payroll data as assigned by the Payroll Manager and Payroll Supervisor. The incumbent will be responsible for assisting the Payroll Manager and Payroll Supervisor with internal and external audit requests for any Tollway audits, working with these individuals to ensure that all recommendations to increase efficiency are met. The Payroll Analyst will be familiar with all union contracts and the different provisions of each. In addition, the incumbent will assist in all payroll projects including the Direct Deposit Program, Optional Life Insurance Programs, Flexible Spending Plans, Worker's Compensation and the Kronos Time and Attendance System.

Satisfactory performance is measured through the timely, accurate, and efficient processing of all payrolls, for all pay codes assigned, while maintaining excellent customer service standards, both internally and externally.

Typical Qualifications: This position requires an Associates Degree or equivalent accounting experience, as well as a minimum of (5) years of payroll experience. Excellent knowledge of Microsoft Word, Excel and Outlook is required. Familiarity with various payroll/financial software programs is desired. Strong organizational, interpersonal communication and written communication skills are required. Additionally, excellent analytical skills are required. Knowledge of Kronos Workforce Timekeeper time and attendance, or other automated time and attendance software programs is highly desired.

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Job Title: Senior Project Manager(Program Controls/System Integrity)

Opening Date/Time: Wed. 09/16/15 12:00 AM Central Time

Closing Date/Time: Tue. 09/29/15 11:59 PM Central Time

Salary: \$40.87 - \$45.19 Hourly

Job Type: Professionals

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

Typical Qualifications: A Bachelor's of Science Degree is required. A minimum of five (5) years of experience in highway planning, design or construction is preferred. Excellent organizational skills are required to effectively manage complex projects. Above average communication skills are required. Proficiency in Microsoft Word and Excel is required. Experience in administering multiple simultaneous construction and consultant contracts is required. Registered Professional Engineer in Illinois is preferred. Previous transportation experience is desired. Experience in planning studies, geometrics, as well as prior supervisory experience is desired. Experience with a web-based project management system is desired.

Supplemental Information:

1. For Master Planning and Design tasks, preparation of designed project contract documents up to the point of completion of Master Plans, and completion of design documents and advertisement for construction bids. Develops initial project and contract scope recommendations for anticipated studies in close coordination with appropriate Divisions and Departments. 2. For Construction tasks, administering Construction Manager contracts in accordance with Specifications from project initiation to final project close out. 3. Manages and coordinates the review of technical studies, plans, and documentation to ensure that materials comply with appropriate standards and with environmental regulations. This is done in close coordination with the Tollway's Environmental staff, other Divisions and Departments, as well as with the Tollway's General and Traffic Consultant. 4. Responsible for ensuring that studies are effectively coordinated with appropriate agencies, officials and the public in a timely manner. 5. Assists the Executive Project Managers/Project Engineer and/or the Deputy Chief of Program Implementation or the Deputy Chief of Program Controls/System Integrity in the development of guidelines and procedures related to the planning process and studies. 6. Provides maintenance of variable, concise, timely, effective communication with all parties having input the project. 7. Monitoring costs and progress through review of fees against work completed to determine adherence to budget and schedule. 8. Provides timely notice to superiors on substantial project development matters, including those that could affect project scope, schedule or budget. 9. Other related duties as assigned.

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Security Officer

To provide security for the DuSable Museum of African American History by implementing security policies and procedures related to the protection of the museum collection, museum facilities, and the protection of staff and visitors.

Essential Functions

- Provide security for exterior of the museum, galleries public spaces, meeting rooms, offices, storage rooms, and traffic corridors. Regulate and control traffic through the galleries, ensure the smooth operation of special events, preview and receptions.
- Provide excellent customer service to guest, clients and staff while helping to ensure their safety and enjoyment while visiting the museum. Observe and assist visitors: correct or report problems as appropriate. Inform visitors of rules, regulations and proper conduct while in the museum.
- Observe artwork for change of any kind: report problem to supervisor for immediate notification to registrar; report any building conditions requiring attention to maintenance.
- Cooperate with admissions, membership, and volunteers to learn and convey museum information to enhance visitor's experience.
- Maintain knowledge of current policies, procedures, and security system operation in order to correctly implement judgment and actions for protection of art, security of parking facilities, and the safety and protection of museum staff and museum visitors.
- Report emergencies as well as administer first aid and respond to calls for emergency assistance.
- Investigate situations and write reports detailing incidents.
- Participate in training programs for emergency situations, including fire, theft, and vandalism.
- Perform other duties as assigned.

Job Requirements include 20 hour security certificate and P.E.R.C. Card

This is a part time union position.

To Apply: Send resume and cover letter to KEason@DuSableMuseum.org with "Security Officer Search" In the Subject Line.