



JOB POSTING

January 22, 2018

The City of Country Club Hills is now accepting applications for the following **FULL-TIME** position vacancy:

OFFICE SUPERVISOR

Minimum Qualification:

Education/Experience/Training

- Bachelors degree or equivalent experience
- At least 2 years of previous experience in office management/administration

Skills/Abilities:

- Excellent oral and written communication
- Organizational skills
- Detail oriented
- Strong supervisory skills
- Proficient in Microsoft Office products (Word, Excel, PowerPoint)

Essential Duties/Responsibilities:

- Provides supervision to Administrative and Water Clerical staff
- Has authority to recommend disciplinary action as deemed necessary, which may include suspension or termination
- May recommend such actions as employee layoff, promotion or transfer
- Must attend executive sessions at the request of the council regarding employee personnel matters
- Assist with the resolution of employee grievance matters
- Able to represent management in collective bargaining matters
- Hire and discharge employees of the City excluding employees and officers of the Police and Fire Departments
- Promote efficiency and uniform operations as well as coordinate the work of all departments of the City and employees
- Administer all personnel rules and regulations and the enforcement in coordination with the department involved
- Investigate all complaints in relation to matters concerning the administration of the government of the City and the services maintained and provided by the Public Utilities operating within the City

- Recommend to the Mayor measures necessary for the improvement of the administrative services of the City

APPLICATION DEADLINE IS February 28, 2018

If you are interested, submit a completed application to Deborah M. McIlvain, City Clerk, City of Country Club Hills, 4200 W. 183rd Street, Country Club Hills, IL 60478.
EOE M/F/D/V/SO