



JOB POSTING

January 10, 2024

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

Assistant Supervisor Water Department

Position Summary: The Assistant Supervisor assists in managing the daily functions and activities of the City's Water Department.

Essential Duties/Responsibilities:

- Prepare, monitor and coordinate monthly meter readings
- Dispatch Field personnel to respond to resident complaint/concerns
- Process new meter installs, account set ups and move outs
- Daily balancing of cash receipts
- Process and post resident payments, monthly late notices and monthly billing
- Edit resident payments
- Prepare service interruptions and department reports
- Assist in the supervision of office and field staff
- Perform daily system backup
- Performs duties as assigned

Required Skills/Abilities:

- Proficient in Microsoft Office Suite
- Strong verbal and written communication skills
- Strong organizational skills
- Knowledge of ACS system
- Ability to maintain confidentiality
- Ability to establish and maintain effective working relationships with customers

Revised 1/10/2024

Required Minimum Qualifications:**Education and Experience**

- Associate Degree in management preferred or related field from an accredited college or university or any equivalent combination of education, training and/or experience
- High School Diploma or equivalent GED
- Minimum (1) year work experience in a municipality
- Minimum (2) years of customer service experience
- Minimum (2) years of supervisory experience

Physical Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, frequently talk, hear, use hands and fingers to feel, handle and operate objects or controls, sit for long periods of time and occasionally bend, stoop, kneel and crouch.

The employee must occasionally lift and/or move up to 10 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of the job the employee performs is primarily in an office setting. The noise level in the work environment is moderate.

APPLICATION DEADLINE IS OPEN UNTIL FILLED

If you are interested, submit a completed application and resume to Patricia Hutson, City Clerk 4200 W. 183rd Street, Country Club Hills, IL 60478, phutson@countryclubhills.org) **EOE M/F/D/V/SO**

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