



BID/JOB ANNOUNCEMENT

Community Services Representative **Department of Animal Care & Control**

Number of Positions: 1

Salary: \$64,668.00

This position is open to all current city employees covered under the City's Collective Bargaining Agreement with AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) – BARGAINING UNIT 1, 3, 4 & 5. Only employees in City job titles in this bargaining unit are eligible to bid.

BID INSTRUCTIONS: Apply on the bid site:

<https://chicago.taleo.net/careersection/103/jobsearch.ft?lang=en> AND

- 1. Check the box on your profile titled "Currently employed by the City of Chicago"**
- 2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')**
- 3. Select your correct bargaining unit**

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION

Under supervision, performs community outreach activities to disseminate information and ensure the delivery of services to residents, and performs related duties as required.

ESSENTIAL DUTIES:

- Attends community meetings to inform residents of city services, discuss community concerns and to receive requests for city services and programs
- Serves as liaison to community groups and residents to implement and encourage participation in city sponsored community programs in the areas of sanitation, social services and public safety
- Works with city departments to ensure community residents receive responses to requests for services
- Works with Police Department representatives to provide assistance to community residents on issues of crime and crime prevention
- Assists in coordinating community meetings
- Maintains records and prepares reports of community outreach activities.

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

Location: 2741 S. Western, Chicago, IL

Days: Tuesday - Saturday

Hours: 11:30am – 7:30pm

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from an accredited college or university with a Bachelor's degree supplemented by two years of progressively responsible community or social services experience, or an equivalent combination of training and experience.

Licensure, Certification, or Other Qualifications

A valid State of Illinois driver's license is required. Must have permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability.

NOTE: You must provide your transcripts or diploma, professional license, valid State of Illinois driver's license, or training certificates at time of processing, if applicable.

Preference will be given to candidates possessing the following:

- Previous community engagement/outreach experience
- Previous customer service experience
- Proficiency in Microsoft Office applications

SELECTION REQUIREMENTS

This position requires applicants to complete an interview which will include a written exercise and/or a skills assessment test as part of the interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the interview and skills assessment/written exercise will be selected.

THIS POSITION IS IN THE CAREER SERVICE

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago
Brandon Johnson, Mayor

Applications for this position will be accepted until 11:59 pm CDT on 4/12/2024