



“River Gateway to Opportunity”

EMPLOYMENT NOTICE

POSITION: RENTAL HOUSING INSPECTIONS PROGRAM & PROJECTS COORDINATOR

DEPARTMENT: LAW

GRADE: N14

WAGE: \$21.6824/HR - \$32.9924/HR

DEADLINE: JANUARY 12, 2010, 5:00 PM

JOB CHARACTERISTICS: Under general supervision of the law director, performs complex project management duties in support of established policies, goal and objectives; compiles research by using various resources; prepares and handles legal and highly confidential information including confidential information related to collective bargaining; performs a variety of advanced administrative duties.

REQUIRES Bachelor’s degree or equivalent from a four-year college or university and two years related experience in the legal or public administration field; or six years related and progressively responsible experience in the legal or public administration field; or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities. Valid Illinois driver’s license or equivalent. Compliance with City Residency Policy within prescribed time period required. The current Residency Policy states that employees shall live within a 20-mile radius from the City’s Emergency Center, located at 1630 8th Avenue in Moline, within 180 days after completion of the employee’s probationary employment.

Thorough knowledge of acceptable office practices and procedures; working knowledge of legal researching, drafting and document preparation; good knowledge of business English, spelling, grammar and vocabulary; knowledge of the laws that impact the work performed and project management practices.

Exceptional skill in public and employee relations and in maintaining effective working relationships; expert skill in planning, organizing, completing and reporting on assigned projects; multitasking; composing clear, concise and informative correspondence; and proofreading; advanced skill in researching and analyzing information; using Microsoft Outlook, Word, Excel, Access and PowerPoint software; performing data entry with a high degree of accuracy; skill in communicating verbally, over the phone and in person; and handling difficult situations in a tactful, firm manner.

Ability to maintain absolute confidentiality of the materials and situations encountered on the job; define problems, collect data, establish facts and draw valid conclusions; respond effectively to inquiries and complaints in an accurate, timely and legal manner; prioritize work and meet deadlines; solve complex problems involving several variables within a familiar context; calculate fractions, decimals and percentages; read and interpret complex documents such as policies, procedures, regulations, and laws; present information to a variety of audiences ensuring comprehension; understand and carry out established policies and procedures; interpret a variety of instructions in written, oral, picture or schedule form.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 frequently required to sit and talk or hear and occasionally required to stand, walk and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the work environment is usually quiet.

APPLICATIONS AVAILABLE:

Human Resources Office, 619-16th Street, Moline, Illinois 61265
www.moline.il.us

EQUAL OPPORTUNITY EMPLOYER

The City of Moline does not discriminate against any class of protected individuals.