The Village of Lincolnwood, Illinois (12,590 – 2010 census) is a diverse home-rule municipality directly north of the City of Chicago consisting of 2.7 square miles, with a unique blend of residential, commercial, and manufacturing areas. The Village is seeking an individual to serve as a Communications Operator.

Candidates must be willing and able to work flexible shifts, as the Communications Center is staffed twenty-four hours every day year-round. Communications Operators maintain all non-emergency and emergency telephone calls, monitor Police and Fire radio traffic, receive and assign requests for police and fire service, initiate and maintain appropriate records, reports, and files, and provide assistance and information to the public as requested. Communications Operators also monitor prisoners and provide matron or custodial searches as necessary. For a detailed explanation of this position, refer to the attached job description.

The candidate’s education and experience shall include a high school diploma, AA in Police Science preferred. Also preferred; three years relevant experience as a Communications Operator or equivalent combination of education and experience. The successful candidate will possess the following characteristics and abilities: proficient interview and fact finding skills, emphasis on multi-tasking, excellent attention to detail, ability to hear and communicate well, make appropriate decisions using sound judgment, and the ability to establish and maintain effective working relationships with co-workers.

This position’s starting hourly rate is $23.92 per hour ($49,769.93 per year). This position is classified as a non-exempt, union, full-time, Illinois Municipal Retirement Fund (IMRF) eligible position. Comprehensive benefit package including medical, dental, and life insurance, IMRF Pension, ICMA-RC retirement plans, retirement health savings (RHS) plan, paid sick leave, vacation, and holiday time, Flex 125 plan, and more.

To apply, send resume and cover letter to Charles Meyer, Assistant to the Village Manager, 6900 North Lincoln Avenue, Lincolnwood, IL 60712, or email: cmeyer@lwd.org. Electronic submissions are preferred. The application deadline is October 9, 2015 by 4:00 p.m.