

Auxiliary Officer

CITY OF SYCAMORE, ILLINOIS

The City of Sycamore, population 17,519, located about 60 miles west of Chicago, seeks qualified professionals as candidates to serve as an Auxiliary Officer.

The position of Auxiliary Officer is assigned to the Police Department and is under the direct supervision of the Patrol Commander. The Auxiliary Officer is responsible for providing safety and additional security when needed during special events. Candidates should possess well-developed interpersonal communication skills and be a person of utmost integrity. This is an exempt, part-time position that requires periodic work in the evenings and on weekends in the case of an emergency or a special City event. This position is covered by the rules and regulations found in the City's annual salary ordinance, City Code, and Employee Handbook. The starting salary range is \$16.30/hour.

Submit applications to City of Sycamore, c/o Acting City Manager Maggie Peck, at 308 West State Street, Sycamore Illinois 60178. The complete application packet is available on the City's website at www.cityofsycamore.com. Applications will be accepted on an ongoing basis until the position is filled. For questions or inquiries please call 815-895-6746.

City of Sycamore is committed to equal employment opportunity and employs all qualified persons without regard to race, color, religion, national origin, sex, age, handicap, or any other classification protected by the federal, state or local laws.



Community Overview

The City of Sycamore is the county seat of DeKalb County and is located in north central Illinois, approximately 60 miles west of the City of Chicago and 30 miles southeast of the City of Rockford. The City encompasses an area of 9.74 square miles and is served by Illinois Routes 23 and 64 which provide easy access to Interstates 88, 39, and 90. Other state highways in close proximity include Illinois Routes 38 and 72.

Sycamore has its origins in a claim established on the north bank of the East Branch of the Kishwaukee River, then called the Sycamore River, in 1835. The present location was surveyed as a village plat in 1836 and a county seat controversy was settled in Sycamore's favor in 1839.

In 1858, Sycamore was incorporated as a village and in 1869 the community was organized as a city. By the early 1880's Sycamore had developed a substantial industrial base including the Marsh Harvester Manufacturing Company, the Reuben Ellwood Manufacturing Company and the Sycamore Preserve Works. Though not extensive, this manufacturing presence helped push the City's population to 3,300 in 1900.

The 2010 census placed the Sycamore population at 17,519.

The community's geographic area has become considerably more diverse in its economic profile in recent decades, owing in no small part to the influence of Northern Illinois University. The geographic, political, and social center of Sycamore in 2014 remains the courthouse, downtown central business district, and nearby historic homes. In no small way, the historic architecture and walkable business district convey a gracious charm that fits the popular image of the ideal small town.

Municipal Organization

The City of Sycamore is a Council-Manager form of government. This form of government was passed by referendum in 2003. Alderpersons are elected, two in each of the four wards, and the aldermanic elections are held every two years, at which time half of the City Council is elected. The Mayor is elected at large every four years. The City Manager is appointed by the City Council, and the City Manager appoints all other employees. Elected officials determine policy, while professional, appointed officials implement policy. Departments include: Administration, Community Development, City Clerk, Fire, Police and Public Works.



EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

- Direct and patrol crowds during events.
- Direct traffic in the immediate vicinity of an event.
- Signal vehicular traffic to resume normal flow.
- Report traffic violations to the Police.
- Report suspicious persons and loiterers in the vicinity.
- Provide a safe presence that the general public may go to if they need assistance.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Knowledge of State and local traffic laws.
- Ability to work independently with minimum supervision.
- Ability to maintain discipline and order in a tactful and courteous manner.
- Ability to employ prescribed methods of traffic control, including signs, hand signals, and whistles as necessary to assure the safety and well-being of the pedestrians.
- Ability to use good judgment and respond quickly to emergencies.
- Ability to understand verbal and written instructions.
- Ability to communicate effectively with the public and other employees.
- Ability to work early morning, late afternoon hours, as well as some weekend and holiday hours as required in the case of an emergency or special City event.

MINIMUM QUALIFICATIONS REQUIRED

- **Education:**
High School graduation or equivalent is required.

PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS

The physical demands and work environment conditions 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 stand for periods of time, walk, and use hands and fingers to handle or operate objects, controls, or tools. The employee must be able to hear a wide variety of sounds, especially traffic noise and vehicle horns at a distance of at least 100 feet. The employee must occasionally lift and/or move at least 10 pounds. Specific vision requirements for this position include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee works in outdoor conditions including rain, wind, snow, and in various temperatures.

The noise level in the work environment is usually moderate. Mental alertness is important due to the need to effectively communicate and interact with the public and make important decisions concerning the flow of pedestrian and vehicular traffic.