



CITY OF DIXON

Human Resources Department

121 West Second Street • Dixon, Illinois 61021

Telephone (815) 288-1485

www.discoverdixon.org

CITY OF DIXON
PRESS RELEASE

January 4, 2018

“Dixon to Host Job Application Workshop”

In an attempt to better diversify their workforce, the City of Dixon is closely examining the make-up of their team of City employees. Since stepping into his new role, City Manager Danny Langloss has worked closely with the Human Resources Department to ensure the City’s recruitment and hiring processes are in line with current best practices. Several key members of the leadership team have been hired, along with numerous positions within the Public Works Department.

City Manager Langloss said, “In creating our team, it is important for us to have a focus on being representative of our community. We are struggling to get applicants to accomplish this goal.” Dixon’s population is approximately 90% White and 10% African American, with a very small Hispanic population. Langloss added, “While we are looking to hire the best applicant for every position, we feel like we are missing out on high quality African American and Hispanic applicants, and reaching these applicants is very important to us. It is important to be representative of our community.”

Langloss and his team have reached out to African American leaders in the community to develop strategic hiring strategies. From these meetings, they have established a couple of key strategies to include: high school and college job fairs, job application workshops, and specific marketing to local churches.

The City of Dixon is currently accepting applications for a Public Works Specialist in the Street Department. Langloss said, “Ideally, an applicant would possess a CDL for snowplowing, have experience in concrete work, and experience operating heavy equipment. However, we do have a good on-the-job training program for people who don’t have certain skills.” Langloss added that finding applicants with an overall construction background is a bonus.

Next week, the City will host a “Job Application Workshop”. The workshop is designed to help applicants become familiar with the City and the application process. Full information on this workshop is contained below.



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City of Dixon: Job Application Workshop

Have you ever thought to yourself...

Am I filling out this application correctly?

What skill set is this organization really looking for?

Do I really need to fill out every blank?

What happens to my application once it has been submitted?

How does this organization review and evaluate all of its applicants?

If you have asked yourself these questions, this workshop is for you!

Please join us at:

Dixon City Hall – Council Chambers

121 W. 2nd St., Dixon, IL 61021

January 9, 2018 at 5:30PM – 6:30PM

In this workshop, staff will review:

The Application Process

The Interview Process

We will make time to answer any individual questions at the end of the review.

Please RSVP to: 815-288-6827 or email employment@discoverdixon.org.