



City of Naperville
Employment Opportunity

Job Title:	Administrative Specialist – Public Works (5513)
Closing Date:	When filled
Salary:	\$32.3516 – \$35.5868 per hour
Job Type:	<input type="text"/>
Location:	<input type="text"/>
Department:	<input type="text"/>

Job Description:

The City of Naperville's Department of Public Works is currently seeking an Administrative Specialist to perform a variety of technical and moderately complex administrative, secretarial, and clerical support for the Public Works department. Responds to requests for information and inquiries from the public, City departments, and other agencies. Participates in the processing of procurement and assists with budget tracking and data collection. Among administrative support titles, an Administrative Specialist distinguishes itself by exercising a moderate degree of creativity and latitude in accomplishing the majority of its assigned tasks, as opposed to performing generally routine or repetitive administrative tasks.

The hiring range for this position is \$32.3516 – \$35.5868 per hour, commensurate with credentials and experience. The Pay Grade for this position is N230. For additional information, please [click here](#).

Responsibilities:

- Prepares correspondence, memos, reports, lists, minutes, and other documents as directed.
- Handles confidential information.
- Answers and directs phone calls and responds to general inquiries.
- Assists with Public Building Operations (PBO) budget preparation in addition to monitoring, tracking, and reporting on expenditures. Processes invoices for payment and performs procurement card reporting.
- Assists with the invoicing and asset record keeping of contracts relating to construction, operations, maintenance, and rehabilitation.
- Works with staff to develop bid specifications for the purchase of goods and services. Assists with preparing summaries and periodic status reports for procurements.
- Assists with administering purchasing contracts. Acts as City liaison for customer services on issues related to these contracts.
- Locates and retrieves information from city records, including information on Naviline, OnBase, and SharePoint.
- Gathers information from multiple sources in response to Freedom of Information Act (FOIA) requests for the department.
- Represents the department in City-wide functions and meetings. Serves as a liaison between Public Buildings and other City departments.
- Performs all other duties as assigned.

Qualifications:

Required

- A high school diploma or equivalent.
- One to three years of experience in a comparable capacity.
- A valid State of Illinois driver's license.

Preferred

- An Associate's Degree.

Additional Information:

The City of Naperville, Illinois is a dynamic community of 153,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

[Click here](#) to learn more about the benefits offered by the City of Naperville.

APPLY ON-LINE AT:
<http://www.naperville.il.us/careers/>

Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.

THE CITY OF NAPERVILLE IS AN E. O. E.

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.