



City of Naperville  
Employment Opportunity

|                      |                                                       |
|----------------------|-------------------------------------------------------|
| <b>Job Title:</b>    | Senior Administrative Assistant – Public Works (2706) |
| <b>Closing Date:</b> | When filled                                           |
| <b>Salary:</b>       | \$29.9552 – \$32.9507 per hour                        |
| <b>Job Type:</b>     | <input type="text"/>                                  |
| <b>Location:</b>     | <input type="text"/>                                  |
| <b>Department:</b>   | <input type="text"/>                                  |

**Job Description:**

The City of Naperville's Department of Public Works is currently seeking a Senior Administrative Assistant to respond to requests for information and inquiries from the public, City departments, and other agencies, and participate in the processing of procurement and assist with budget tracking and data collection.

Among administrative support titles, a Senior Administrative Assistant 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 \$29.9552 – \$32.9507 per hour, commensurate with credentials and experience.**  
**The Pay Grade for this position is N225. For additional information, please [click here](#).**

**Responsibilities:**

- Prepares correspondence, memos, reports, lists, minutes, and other documents as directed.
- Schedules events and activities for division staff, including travel accommodations, training, and meetings.
- Answers and directs phone calls. Responds to general inquiries. Enters requests for service into the City's service request software system.
- Processes invoices for payment and performs procurement card reporting. Enters requisitions into Tyler Munis ERP.
- Enters, retrieves, and maintains electronic data and files.
- Creates and maintains physical files.
- Performs research and project work of moderate complexity, as assigned.
- Locates and retrieves information from City records, electronic or physical, as requested by customers or staff.
- Gathers information from multiple sources in response to Freedom of Information Act (FOIA) requests for the department.
- Performs all other duties as assigned.

**Qualifications:**

**Required**

- A high school diploma or equivalent.
- A minimum of one year of experience in a comparable capacity.
- A valid State of Illinois driver's license.

**Preferred**

- An Associate's Degree.
- Experience with Tyler Munis or another Tyler Technologies ERP.

**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.**