



**City of Springfield**  
is seeking applications for  
**Operations Resources Manager**

**Department:** The Office of Public Utilities

**Division:** Chief Utility Engineer

**Final Date to Apply:** 03/25/2026 at 11:00 PM CST, **Work Location:** Municipal Center East

**Starting Salary:** \$65,583.58-\$89,945.76

**Work Hours:** Monday – Friday, 8:00 am – 4:30 pm

**Union:** N/A

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**In this role you will:**

- Oversee fiscal reviews, hiring, and personnel tracking for CWLP; manage HRM entries, supervisor notifications, and participate in interviews, hearings, and union meetings.
- Handles HR administrative tasks, serves as the Utility's HR subject matter expert, and acts as liaison with the Office of Human Resources.
- Produce technical and confidential correspondence, reports, and spreadsheets for managers; process personnel actions including discipline, pay changes, hiring, and promotions.
- Provides guidance on HR policies and actions, ensuring compliance with Utility and Office of Human Resources rules and procedures. Guide and train managers on HR actions.

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**Qualifications:**

The ideal candidate will have a bachelor's degree or equivalent combination of education and progressively responsible administrative experience, with at least three years in a related role. They will demonstrate strong analytical skills to manage complex records and reports, possess working knowledge of divisional operations, organization, and regulations, and show a high level of coordination and collaboration with City employees. Familiarity with City of Springfield and utility policies and procedures is preferred, along with the ability to build and maintain effective working relationships. **Preference for employment in all positions with the city shall be given to applicants who are full-time city residents.**

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**Benefits:**

- Deferred Compensation
- Pension Plan
- Health, Dental, Vision, and Life Insurance
- Free Health Clinic
- 14 paid holidays
- 4 weeks paid parental leave
- 12 paid sick days annually
- Tuition Reimbursement
- 10-25 paid vacation days, based on years of service

If assistance in applying is required, please notify the Office of Human Resources at 217-789-2446 or [humanresources@springfield.il.us](mailto:humanresources@springfield.il.us)