



City of Springfield

is seeking applications for
RECORDS MANAGER

Department: The Office of Public Utilities

Division: Regulatory Affairs

Final Date to Apply: 3/26/2026 at 11:00 PM CST,
Open to all applicants

Work Location: Municipal Center East

Starting Salary: \$42,911.50-\$58,445.01
Union: N/A

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

In this role you will:

- Develop, process, track, and file utility ordinances, coordinate reviews with utility leadership, City Corporation Counsel, and the City Clerk.
- Review small-purchasing contracts for compliance with City and departmental standards.
- Participate in the chemical cleaning of boilers.
- Maintain utility records databases, inventories, and retention schedules in compliance with City and State requirements.
- Oversee secure storage and authorized disposal of utility and telecommunications records; support FOIA responses.

Qualifications:

The ideal candidate will possess knowledge, skills, and mental development equivalent to the completion of two years of college, along with two years of progressively responsible administrative experience and two years of records management or inventory experience, or an equivalent combination of education and experience; have paralegal training or a paralegal degree; demonstrate familiarity with local records management practices, City of Springfield and utility policies and procedures; and maintain a valid Class D driver's license. **Preference for employment in all positions with the city shall be given to applicants who are full-time city residents.**

Benefits:

- Deferred Compensation
- Pension Plan
- Health, Dental, Vision, and Life Insurance
- Free Health Clinic
- 13 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