

**Illinois House of Representatives
Office of Speaker Emanuel "Chris" Welch
Office Manager, Communications Unit**

Job Type: Full time, Payroll
Reports to: Communications Director
Location: Springfield, Illinois
Number of Positions: 1
Date: 10-01-21

Summary: The Office Manager for the Communications Unit provides administrative support to legislative staff under the direction of the Communications Director. The position is based in Springfield, Illinois.

Essential Functions:

- Assist with onboarding, training, and supervision of Communications Unit staff;
- Manage day to day operations of the Communications Unit;
- Serve as the main point of contact for the Unit to members of the public and third party organizations;
- Facilitate room reservation requests;
- Assist in the execution of office policies and procedures;
- Correspond with Legislators, Constitutional Officers, constituents, lobbyists and directors of agencies and other Units of the Office, and handle confidential information;
- Oversee support staff, including receptionists and office assistants;
- Maintain updated staff and agency lists;
- Track legislation and lists using ILGA.gov and other databases;
- Oversee ordering office supplies and monitor stock;
- Manage project tracking system;
- Track staff time off requests and maintain coverage calendar;
- Serve as the primary timekeeper for the Communications Unit, and ensure travel vouchers and requests for reimbursements are accurate and timely;
- Other tasks as assigned by the Director.

Required Qualifications:

- Knowledge of Microsoft Office and GSuite;
- Strong verbal and written communication skills;
- Knowledge of state databases (such as the Secretary of State Lobbyist Search database) and ILGA.gov website;
- High school degree or equivalent; and
- Prior experience working in the General Assembly is strongly preferred.

Compensation:

- Competitive salary based on experience;
- Health, dental, vision, prescription, behavioral health, and life insurance; for details, visit <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>;
- Participation in State Employees' Retirement System;
- Optional participation in health savings account and deferred compensation programs; and
- Competitive vacation, sick, and personal time.

Work Environment:

- Work is largely performed in the Illinois State Capitol Building Complex in Springfield, Illinois which is open to the public. Security for the Capitol Complex is provided by Illinois Secretary of State Police.
- The working environment can be noisy, and the building can be congested with constituents, lobbyists, tour groups, and demonstrators.
- The person in this position needs to be able to remain in a stationary position for extended periods of time, as well as to move about inside the capitol building and grounds as necessary.
- The person in this position constantly operates a computer and other office productivity machinery.
- The person in this position frequently communicates with staff, legislators, lobbyists, and members of the public, and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm on non-session days and 8:00 am to 7:00 pm on session days. Hours are subject to change. Occasional weekends may be required.
- Some travel may be required.

Application Information:

Interested candidates should send a resume and cover letter to:

Pamela Lassiter
Human Resources Director and EEO Officer
Illinois House of Representatives
Office of the Speaker
Stratton Building Room 419
401 S. Spring Street
Springfield, IL 62706
jobs@hds.ilga.gov

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

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