

NOW HIRING

Executive Assistant/ Office Manager – Chicago

Office of the Speaker of the House of Representatives

The Assistant to the Speaker - Chicago - is responsible for supporting the day-to-day operations at the Michael A. Bilandic Building in Chicago, Illinois, including supervising the office assistant, and serving as the primary contact for members of the public, legislative offices, and other agencies. This role requires excellent organizational, communication, and multitasking skills, with a focus on administrative efficiency, professionalism, and confidentiality. In addition, this position will provide direct support to the Speaker while in the Office as well as support the Chief of Staff and other Directors in the Chicago Office.

The essential functions of this position include:

- Ability to run the day-to-day operations of the Chicago Office and ensure the Office mirrors the needs and functions of the Springfield Office;
- Serve as point of contact for the Speaker while in the Office including ensuring parking and meals are identified, greeting of visitors on behalf of Speaker, setting up the conference and committee rooms for meetings and visitors;
- Serving as direct supervisor for the Office Assistant;
- Serve as the primary point of contact for members of the public and third party organizations;
- Facilitate room reservation requests;
- Ensure timely and appropriate communication with Legislators, Constitutional Officers, constituents, lobbyists and directors of agencies and other Units of the Office, and handle confidential information;
- Maintain and update staff and agency lists;
- Track legislation and lists using ILGA.gov and other databases;
- Office management including assisting with front desk coverage and oversee ordering office supplies, monitor stock levels and ensure office equipment supplies are available;
- Track Office Assistant time off requests and maintain coverage calendar;
- Ensure travel vouchers and requests for reimbursements are accurate and timely;
- Oversee and maintain Hearing Room Audio/Video equipment and set up meeting rooms;
- Perform office yearly inventory of state tagged items upon request;
- Assist with managing incoming and outgoing pony packages;
- Contact person for employee ID issuance, replacements, resets, and deactivations;
- Contact person for the Bilandic building management and Illinois state police;
- Notify the Building Manager/CMS of office issues and coordinate repairs as necessary;
- Maintain a clean, organized, professional office environment;
- Perform other tasks as assigned by the Directors and Chief of Staff.

Work Environment:

- Work is largely performed in the Michael A. Bilandic Building in Chicago, Illinois which is open to the public. Security for the Bilandic Building is provided by Illinois State Police.
- 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 Bilandic 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 9:00 am to 5:00 pm on Monday-Friday. Occasional weekends may be required.
- Some travel may be required.

Compensation:

- \$60,000 starting salary;
- 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.

Interested applicants should send a résumé 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

Minimum Qualifications:

- High school degree or equivalent, some college preferred;
- Prior experience in administrative work;
- Knowledge of Microsoft Office and GSuite;
- Strong verbal and written communication skills;
- Professional demeanor and the ability to adapt;
- Knowledge of state databases (such as the Secretary of State Lobbyist Search database) and ILGA.gov website; and
- Prior experience working in the General Assembly is strongly preferred, experience in state government is helpful.

The Office of the Speaker of the Illinois House of Representatives is an equal opportunity employer and prohibits discrimination based on race, color, religion, gender, age, military discharge, national origin, ancestry, ethnicity, disability, sexual orientation, marital status, pregnancy, or any other characteristic protected by federal or state laws.