DuPage Water Commission

Job Posting

Document Management Specialist/ Administrative Support Assistant

Date of Posting: June 1, 2020

The DuPage Water Commission, operator of the second largest waterworks system in Illinois, is seeking a full-time, experienced Document Management Specialist/ Administrative Support Assistant, who will provide support and assist with Document Management, GIS, Accounting and Administrative Assistance/Receptionist duties. The Administrative Support Assistant will work closely with Document Management consultants to assist with the development, implementation, operation and maintenance of the Commission’s Document Management System. Additionally, the Administrative Support Assistant will assist the GIS/CMMS Coordinator with the maintenance of the Commission’s GIS and CMMS programs. The Administrative Support Assistant will assist the General Manager’s Office with additional accounting and administrative duties that are required, such as responding to all FOIA requests and assisting with ordering, contracts and inventories.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Able to read, write and speak English fluently.

Proficiency with Microsoft Office and would prefer knowledge in ESRI ArcGIS software.

Experience with computer aided drafting software (e.g. AutoCAD) preferred.

Experience with Document Management Databases preferred.

Ability to learn and effectively use Computerized Maintenance Management System software.

Experience with data conversion, data modeling and geodatabase design and maintenance.

Experience establishing on-line GIS services and applications.

Ability to communicate clearly with the public and staff, both orally and in writing.

Ability to maintain confidentiality as appropriate.
Ability to deal with members of the Board, staff and the public in a helpful, calm, and efficient manner.

Ability to learn, understand and adhere to all applicable safety precautions and procedures.

**PHYSICAL AND MEDICAL STANDARDS:**

Standing, walking, reaching, stooping, crouching, twisting, bending, crawling and climbing stairs and ladders.

**REQUIREMENTS**

The qualified candidate shall possess a Bachelor's Degree in Computer Science, Geography, Engineering, Business, GIS or related field is desired and at least two years of progressively responsible experience.

The qualified candidate must possess a valid Illinois driver's license.

Starting salary will depend on qualifications and experience. Candidate must complete a DuPage Water Commission employment application (with an accompanied resume, preferred) and email it to peterson@dpwc.org. If mailing regular UPS mail or hand delivering, please send to: Human Resource Department, DuPage Water Commission, 600 E. Butterfield Road, Elmhurst, IL 60126. The Commission provides a comprehensive benefits package.

**APPLICATIONS FOR THIS POSITION MUST BE RECEIVED AND POST MARKED NO LATER THAN JUNE 30, 2020. NO EMPLOYMENT APPLICATION FOR THIS POSITION WILL BE CONSIDERED AFTER JUNE 30, 2020.**

If you have any questions regarding the application documentation information, please contact Cheryl Peterson at 630-834-0100 Ext. 1913.

We welcome you to visit our website at [www.dpwc.org](http://www.dpwc.org) for more information.