



City of Springfield

is seeking applications for

Enterprise Resource Specialist I

Department: The Office of Public Utilities

Division: Information Systems Division

Final Date to Apply: 9/03/2026 at 5:59 PM CST,
Open to internal applicants only

Work Location: Municipal Center West

Starting Salary: \$50,804.94 - \$69,307.05

Work Hours: Monday – Friday, 8:00 a.m. - 4:30 p.m.

Union: N/A

In this role you will:

- Work with Enterprise Systems' representatives and other technical support services to help diagnose, fix, and prevent all Enterprise System issues.
- Serve as the liaison between the business units and the software vendor's technical support teams to address any issues that cannot be resolved in-house.
- Provide level one investigative and technical support to the business process SMEs and users.
- Work as a team member for the implementation of system modifications and expansions, new systems, and releases.
- Learn, document, and maintain security roles and access to the Enterprise system in compliance with HIPAA rules and regulations.
- Participate in on-call support rotation outside of normal business hours.

Qualifications:

Requires knowledge, skill, and mental development equivalent to two years of college or two years of IT-related fields in a corporate network. Familiarity with Enterprise-level software solutions, including but not limited to CGI Advantage (FIN/HRM/ADM/PB), Maximo, MS SQL Server, City Works, Advance CIS, and Asset Works preferred. **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
- Up to 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