



Naperville

**Benefits Specialist
City of Naperville, Illinois**

The City of Naperville is currently seeking an exceptional benefits professional to coordinate information and assist in the administration of our many employee benefit plans, including health, dental and life insurance, retirement plans, disability plans and flexible spending accounts. This individual will research and respond to employee inquiries concerning payment of health and dental insurance claims and other benefit issues as well as coordinate and process open enrollment changes for our plans. A key responsibility for this individual will be to assist and guide our union and non-union employees during the retirement planning process with their benefits that include: retiree medical insurance, Retirement Health Savings Plans, VEBA, the Illinois Municipal Retirement Fund, Social Security, Medicare and retirement savings plans. Other responsibilities will include presenting the benefits portion of new employee orientation, creating announcements, flyers and newsletter articles on benefit plan information, compiling reports, entering employee changes and auditing bill payments.

To qualify, you must have some post-high school training or education and at least three years of prior related HR experience, including the administration of health and dental insurance. (A Bachelor's Degree in Human Resources may be substituted for some of the job experience requirement.) This individual must be familiar with federal and state statutes related to benefits, be skilled in popular word processing and spreadsheet programs and be able to perform arithmetic computations. Excellent problem solving and customer service skills are essential to success in this position. Finally, the qualified individual needs to have exceptional verbal and written communication skills and must be able to concisely and tactfully explain benefits information to various audiences as well as be able to communicate difficult benefits-related messages.

The City of Naperville, Illinois is a dynamic community of 140,000 residents, conveniently located 28 miles west of Chicago. *Money Magazine* consistently rates Naperville as one of the best cities in the United States in which to live. We have gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate and vibrant downtown area.

We're also a great place to work! Our municipal government employs over 950 dedicated individuals in a wide range of job categories. We offer competitive pay (low to high \$40's to start, dependent upon qualifications), an outstanding benefit package, a great work environment, an on-site fitness center and a beautiful location on Naperville's scenic Riverwalk.

Please let us know if this is the right opportunity for you! For more information, please visit our website at www.naperville.il.us, or to apply, e-mail your cover letter and resume to apply@naperville.il.us.

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**The City of Naperville complies with the Americans with Disabilities Act (ADA).
Individuals needing accommodations in the recruitment process should notify Human
Resources in advance at (630) 305-7066.**

Positions are also listed on our Website @ www.naperville.il.us