

# Naperville Township

**New Position:** Deputy Director of Roads and Services

**Starting Date:** Immediately or As Soon As Possible

**Position Type:** Full Time Exempt

**To Apply:** Email a resume and cover letter **Director of Road Services in the subject line to [eddieb@napervilletownship.com](mailto:eddieb@napervilletownship.com)** to be considered. All applications will be considered under the strictest of confidence. **NO CALLS PLEASE.**

**Position Summary:** The Deputy Director of Road Services will:

- Build communication with the foreman and administrative assistant to understand the operations and maintenance of the road district.
- Assist with ongoing contracts and development. Example - Road District Cold Storage building
- Assist in the development of stormwater drainage and continue the process of droning the entire township and videotaping all the storm drainage within the township.
- Maintain a daily log of activities within the road district in the township.
- Maintain a biweekly meeting with the Supervisor/Director of Roads.
- Attend a seven o'clock first Monday monthly meeting with road district staff.
- Assist the Supervisor / Director of Roads with snow and ice removal and road treatments.
- Assist the Supervisor / Director of Roads with the annual budget.
- Meeting with contractors and developing contractual agreements.
- Attend county meetings with the foreman regarding zoning and building regulations and issues.

**Knowledges and Skills:**

- Excellent computer skills including Microsoft Office Suite, relational databases, and presentation software.
- Willingness to occasionally work beyond regular business hours including some evenings and weekends.
- Existing knowledge of the DuPage County philanthropic landscape a plus.

- Demonstrates success in building strong relationships with professional advisors and prospective clients.
- Superior oral and written communication skills with high emotional intelligence and the ability to listen well.
- High degree of initiative and responsibility to manage a variety of projects from start to a successful and timely conclusion.
- Desire to take a proactive role in team efforts, promote collaboration and cooperation among team members, and encourage open communication in multidisciplinary environments.

**Hiring Policy: Naperville Township considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, Political affiliation, marital status, sexual orientation, pregnancy, or any other legally protected status.**