

"LITCHFIELD AREA JOB POSTINGS"

6/12/2026

Compliments of Your Litchfield Job Center

**"Tell me and I forget. Teach me and I remember.
Involve me and I learn."**

Benjamin Franklin

HOUSING SPECIALIST

The Montgomery County Housing Authority is currently seeking a full-time Housing Specialist. Resumes will be accepted until the position is filled.

The Housing Specialist is responsible for administrative and professional work in managing the Authority's Section 8, low-income tax credit housing programs, multi-family, and market properties. Helps to ensure the programs are properly operated in compliance with applicable state, HUD, and federal regulations and board policies and within pre-established budgets.

Preferred qualifications include two years responsible experience in public or assisted housing and/or Tax Credit or private sector housing; or a combination of education, training, and experience. Must be a Montgomery County, Illinois resident or willing to relocate to Montgomery County, Illinois.

Montgomery County Housing Authority is an Equal Opportunity Employer and will not discriminate against any applicant because of race, color, religion, sex, national origin, age or disability. Must be able to pass a criminal background check and drug test.

To apply please submit your resume, three professional references, and a cover letter detailing salary history by position, salary expectations, and how your qualifications meet the requirements of the position to Amanda Bone, CEO, Montgomery County Housing Authority, PO Box 591, Hillsboro, IL 62049, or email to amanda@montgomeryhousing.org. No phone calls please.

NETWORK SYSTEM ADMINISTRATOR

The Montgomery County Information Services Office is seeking an experienced full time Network System Administrator. Starting salary range is \$75,000-\$85,000 based on experience and expertise, plus benefits including health insurance, retirement, and paid time off. Interested applicants should send Application, Resume, Copy of Certificates, Letters of Recommendation and Inquiries to:

Montgomery County – Attn: Curtis Watkins:
ISEmployment@montgomerycountyil.gov

For full job description and application go to:
<https://montgomerycountyil.gov/information-services-employment/>

CITY OF LITCHFIELD is Hiring a DIRECTOR OF PUBLIC WORKS

This position will be responsible for the management, administrative, operational, and supervisory functions of all Public Works divisions to include the water treatment facility and distribution system, the wastewater treatment facility and collection system, the street division, and the lake division.

This position's starting pay is \$95,000-\$110,000. Benefits include IMRF retirement, health, dental, vision insurance and additional coverage options. Residency within 40 miles of the intersection of State and Union is required within 180 days of hire.

To apply for the position, please visit www.cityoflitchfieldil.com or go to City Hall, 120 E. Ryder. Additional information can be provided by contacting the Mayor's Office at 217-324-8151. The position will be open until it is filled.

ADMINISTRATIVE ASSISTANT

The Litchfield Park District is seeking a part time (20 hrs/week) Administrative Assistant. The position requires the successful candidate to work with the public on a daily basis. Applicants must have a working knowledge of QuickBooks, Excel, Word and other computer applications. Applicants need to submit a resume and cover letter by July 17, 2026, To: Litchfield Park District c/o Steve Bryant, P.O. Box 424, Litchfield, IL 62056 or drop it off at the Litchfield Community Center, 1100 S. State Street, Litchfield.

HELP WANTED

Hayes Abrasives, Inc.

Production Operators

Full-Time

Apply at

120 Smith Road, Hillsboro

Employment

CHILDCARE WORKER looking for punctual and dependable individuals who love working with children. Professionalism and attention to detail is a must. GDA or Early Childhood Education preferred but not required. Meghan 217-532-4327

NEEDED IN Witt: Light maintenance and yard work. Call Dorothy at 217-556-8952

VACANCY NOTICE

Hillsboro Community Unit School District #3

Position: General Science Teacher/HHS
Overview: Hillsboro High School is seeking a dedicated and engaging General Science Teacher to join our team. The ideal candidate will inspire students to explore scientific concepts, develop critical thinking skills, and apply their learning to real-world situations. This position involves teaching a range of science courses at the high school level and fostering a positive, inclusive classroom environment.
Qualifications: Valid Illinois Professional Educator's License with endorsement to teach Secondary Science.
Salary/Benefits: Starting salary for 26-27 school year as per schedule agreement with Hillsboro Unit Educators Association, Exclusive Bargaining Contracts / 2024-2028 HUEA Contract. Benefits include health insurance, tuition reimbursement, and district-paid TRS contribution.
Application Due Date: Open until filled
Start Date: August 2026
How to Apply: Please email a letter of interest, district application (see website), resume, 3 letters of reference, and transcripts to blipa@hillsboroschools.net or mail to Blake Lips, Principal, Hillsboro High School, 522 E. Trenton St., Hillsboro, IL 62049; 217-532-2841.
We do not discriminate against any employee or applicant for employment because of race, religion, sex, national origin, age or handicap.

VACANCY NOTICE

Hillsboro Community Unit School District #3

Position: Full-Time Special Education Teacher-Beckemeyer Elementary
Duties: Responsibilities include working with student accommodations, writing IEPs, managing classroom behavior, developing differentiated instruction for diverse needs, teaching/co-teaching in instructional classes and general education classes. Effective communication and strong collaboration skills with other professionals are essential to this position.
Qualifications: Proper Illinois license and endorsements for working with students with special needs at the elementary school level.
Starting Date: August 2026
Salary/Benefits: Salary/Schedule/Labor Contract
Exclusive Bargaining Contracts / 2024-2028 HUEA Contract
Submit Application/Resume/Transcripts/Certificates/Letters to: Zach Fraley, Principal, Beckemeyer Elementary School, 1035 Seymour Ave., Hillsboro, IL 62049; Fax: 217-532-3142; E-mail to zfrasley@hillsboroschools.net; Phone: 217-532-6994
Due Date: Open until filled
We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or handicap.

VACANCY NOTICE

Hillsboro Community Unit School District #3

Position: Special Education Support Personnel (Aide) Junior High
Qualifications: Illinois Paraprofessional License willingness to obtain certification with district assistant
Job Description: Support junior high students identified with physical, mental, and developmental disabilities, providing academic and/or physical assistance. Assist students with self-care, hygiene and feeding as necessary.
Salary/Benefits: In accordance with Teacher's Aide Contract Salary Schedule <https://www.hillsboroschools.net/school-board/exclusive-bargaining-contracts/teaching-assistants>
Please submit Application, Resume, Transcripts, Certificates, Letters to: Adam Haston, Principal, Hillsboro Junior High School, 909 Rountree Street, Hillsboro, IL 62049; E-mail to ahaston@hillsboroschools.net; Phone: 217-532-2841
Applications are available at: 1311 Vandalia Rd., Hillsboro, IL 62049.
Due Date: Open until filled
We do not discriminate against any employee or applicant for employment because of race, religion, sex, national origin, age or handicap.

VACANCY NOTICE

Hillsboro Community Unit School District #3

Position: Full-Time Special Education Teacher-Junior High
Duties: Responsibilities include working with student accommodations, writing IEPs, managing classroom behavior, developing differentiated instruction for diverse needs as well as teaching/co-teaching in instructional classes and general education classes. Organization and timeliness as well as effective communication and strong collaboration skills with other professionals are essential to this position.
Qualifications: Illinois Professional Educator's License and LBS 1 Endorsement or willingness to attain.
Starting Date: Anticipated August 2026
Salary/Benefits: In accordance with Teacher's Salary Schedule/Labor Contract <https://www.hillsboroschools.net/Page/1100>
Please submit Application, Resume, Transcripts, Certificates, and Letters of Recommendation to: Adam Haston, Principal, Hillsboro Junior High School, 909 Rountree Street, Hillsboro, IL 62049; E-mail to ahaston@hillsboroschools.net; Phone: 217-532-2841.
Due Date: Open until filled
We do not discriminate against any employee or applicant for employment because of race, religion, sex, national origin, age or handicap.