



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 14, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 15, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, October 28, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

TM IV

Equipment Services Manager
Bureau of Business Services
Office of Finance & Administration
Springfield

Attachments
40588

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, October 28, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager IV	Salary Range:	\$5,015 - \$9,155
Position Title:	Equipment Services Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-40-801-30-02	IPR#:	40588

Office/Central Bureau/District/Work Address:

Office of Finance & Administration/Bureau of Business Services/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for planning, organizing, directing and executing department-wide procurement programs for equipment acquisitions, supply and service contract administration, and Business Enterprise Program, Small Business and Veterans Program compliance. This position performs special studies to report management information for fiscal planning and procurement methodology decisions. This position serves as the Illinois Governmental Purchasing System (IGPS) liaison to the Department of Central Management Services.

Special Qualifications:

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in business, economics or statistics
- Five years' experience in business administration with an emphasis in procurement programs
- Working knowledge and experience with the IGPS system for the development and award of solicitations and release orders
- Working knowledge of the Illinois Procurement Code
- Ability to plan, organize and execute administrative or technical program requirements
- Ability to maintain harmonious relationships with employees, agency officials and the general public

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

***This position is covered under the Revolving Door Prohibition (RDP) Policy.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	November 2014	POSITION:	Equipment Services Manager
APPROVED BY:	<i>Dante Watson</i>	OFFICE/DIVISION:	Finance & Administration Bureau of Business Services
CODE:	PW414-23-40-801-30-02	REPORTS TO:	Supplies & Services Unit Chief

Position Purpose

This position is responsible for planning, organizing, directing an executing department-wide procurement programs for equipment acquisitions, supply and service contract administration, and Business Enterprise Program, Small Business and Veterans Program compliance. This position also performs special studies to report management information for fiscal planning and procurement methodology decisions. This position serves as the Illinois Governmental Purchasing System (IGPS) liaison to the Department of Central Management Services.

Dimensions

Requisitions Processed	1500 annually
Value of Equipment Purchased	\$45 million annually
Types of Supplies & Services	All inclusive of department's needs
Supply Contracts	175 annually
Special Studies & Projects	1-5 annually

Nature and Scope

The incumbent reports to the Supplies & Services Unit Chief as do the Supplies & Services Manager and a Procurement Technician. There are no subordinates reporting to this position.

S/He maintains a database of equipment purchase history for orders processed through the Illinois Government Purchasing System (IGPS). The incumbent serves as the lead trainer for new employee beginning to use the IGPS.

Typical problems include concise interpretation of the Illinois Procurement Code and other governing rules and departmental orders to continually ensure the lawful and economical execution of purchases and contracts. The greatest challenge of the incumbent is to procure equipment in a lawful and timely manner in order to support the overall department mission.

Under the direction of the Supplies & Services Unit Chief, s/he is accountable for the planning, administration and execution of contracts for equipment purchases. This involves the lawful and economical execution of purchases to ensure user satisfaction at the lowest possible cost. Types of equipment purchased include, but are not limited to, office equipment, light and heavy trucks, passenger vehicles, implements and tools, fuel, and ice melt compounds.

S/He will work independently to accomplish assignments within the Illinois Procurement Code and related rules. Matters of a sensitive nature will be referred to the immediate supervisor. S/He is constrained by departmental rules.

Internal contacts include all department districts (regions), offices and central bureaus. External contacts include the Department of Central Management Services' Bureau of Strategic Sourcing, State Purchasing

Officer, CMS Business Enterprise Program, CMS Divisions of Vehicles, State Police Telecommunications and Property Control. The incumbent serves as liaison with CMS' Bureau of Strategic Sourcing. S/He must also interact with vendors.

The effectiveness of this position is measured by having a clear and consistent procurement process that complies with the Illinois Procurement Code and related rules and the timely acquisition of equipment at economical prices to enable department recipients to efficiently perform duties.

Principal Accountabilities

1. Administers and executes equipment purchases and contracts that are timely and cost-effective in accordance with the Illinois Procurement Code and related rules.
2. Prepares and processes Procurement Business Cases for procurement exceeding \$10,000.
3. Maintains database history of purchases made through the IGPS.
4. Performs special studies to report management information for fiscal planning and procurement trends.
5. Acts as equipment procurement liaison with department district (region) and bureau offices and CMS divisions.
6. Serves as the lead trainer and liaison for IGPS users.
7. Performs all duties in compliance with departmental safety rules, Performs all duties in a manner conducive to the fair and equitable treatment of all employees.