



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 23, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 26, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, November 6, 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

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

Attachments
40614

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 **Friday, November 6, 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:	Supplies & Services Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-40-801-30-01	IPR#:	40614

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 supply and service acquisitions; supply and service contract administration; and Business Enterprise Program, Small Business and Veterans Programs compliance. This position also performs special studies to report management information for fiscal planning and procurement methodology decisions.

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 on procurement programs, or equivalent combination of training and experience
- Ability to use and navigate through current procurement systems (Remedy, Illinois Procurement Bulletin)
- Working knowledge of the Illinois Procurement Code
- Ability to plan, organize and execute administrative or technical program requirements
- Ability to maintain good working 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:	Supplies & Services Manager
APPROVED BY:		OFFICE/DIVISION:	Finance & Administration Bureau of Business Services
CODE:	PW414-23-40-801-30-01	REPORTS TO:	Supplies & Services Unit Chief

Position Purpose

This position is responsible for planning, organizing, directing and executing department-wide procurement programs for supply service acquisitions, supply and service contract administration, and Business Enterprise Program and Small Business and Veterans Program compliance. This position also performs special studies to report management information for fiscal planning and procurement methodology decisions.

Dimensions

Procurements Processed	500 annually
Value of Service Procured	\$30 million annually
Types of Supplies & Services	All inclusive of department's need
Service Contracts	175 annually
Special Studies & Projects	5-10 annually

Nature and Scope

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

S/He is responsible for the lawful procurement of general services in a timely manner. The incumbent must be aware of challenges prevalent in the procurement process in order to anticipate and allow sufficient time to overcome them.

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 contracts. The greatest challenge of the incumbent is to procure services 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 services. This involves the lawful and economical execution of procurements to ensure user satisfaction at the lowest possible cost. Types of services include, but are not limited to, time and materials contracts for plumbing, heating/ventilating & air conditioning, electrical, security services, disposal services, etc.

S/He will work independently to accomplish assignments within the Illinois Procurement Code and related rules. Matters of 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 State Purchasing Officer and the Business Enterprise Program. 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 supplies and services at economical prices to enable department recipients to efficiently perform duties.

Principal Accountabilities

1. Administers and executes supplies and services 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 a schedule of service contracts.
4. Performs special studies to report management information for fiscal planning and procurement trends.
5. Acts as a procurement liaison with department district (region) and bureau offices.
6. 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.