



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 6, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Thursday, September 7, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday September 20, 2017**. Applications will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM II

Administrative Support Coordinator
Office of Finance and Administration
Chicago

Attachments
42170

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, September 20, 2017, 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.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager II	Salary:	\$4,105 - \$5,710*
Position Title:	Administrative Support Coordinator	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW412-23-40-005-00-03	IPR#:	42170

Office/Central Bureau/District/Work Address:

Office of Finance and Administration/Administrative Support Section/69 West Washington, Chicago, IL

Description Of Duties:

This position is accountable for performing administrative activities for all Illinois Department of Transportation entities housed at the Chicago office.

Special Qualifications:

Required:

- Valid driver's license
- Travel

Desired:

- Four years of college, preferably with courses in business or public administration
- Two years' experience in public or business administration, or accounting activities
- Strong human relations, and problem solving and decision-making skills
- Strong oral and written communication skills
- General knowledge and experience of diverse business services responsibilities
- General knowledge of Word (Word, Power point, Access, Excel)

Shift/Remarks:

8:00 am - 4:30 pm / Monday – Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	July 24, 2017	POSITION:	Administrative Support Coordinator
APPROVED BY:	Jeff Heck	OFFICE:	Finance & Administration/ Administrative Services Section
CODE:	PW412-23-40-005-00-03	REPORTS TO:	Director, Finance & Administration

Position Purpose

This position is accountable for performing administrative activities for all Illinois Department of Transportation (IDOT) entities housed at the Chicago office.

Dimensions

Chicago Office Staff:	80-90
Square Footage:	20,150sq
Fleet:	10 vehicles
Number of staffing requests:	200-250

Nature and Scope

This position reports to the Office of Finance and Administration Director.

This position is accountable for providing support services for all IDOT entities located at the Chicago office. Although this work location is primarily occupied by the Office of Intermodal Project Implementation, it also houses Chicago staff for offices based in Springfield. Coordination between the various offices requires tact and discretion on the part of the incumbent.

The greatest challenge is effectively coordinating resources to allow for a rapid response to service demands. Typical problems involve assessing issues to ensure the most effective method is utilized for resolution.

The incumbent personally performs administrative support responsibilities for the Chicago work location. S/He screens callers/visitors, directing inquiries to the appropriate staff and answering questions relative to general departmental operations. S/He coordinates mail activities for the work location which entails daily delivery of mail and handling of mail with special requirements. This position coordinates meeting/travel arrangements including scheduling of conference rooms and, on occasion, makes travel reservations for staff. This position transports staff between various Chicago-area work locations. S/He coordinates motor pool activity including pre/post trip inspections, travel ticket entry into MMI, and coordination with the Department of Central Management Services (DCMS) for preventative maintenance. This position coordinates IT/telecommunication repairs and assists in physical inventories. S/He investigates safety related issues. This position assists in coordinating building maintenance activities for the Chicago office.

S/He accomplishes tasks within the confines of departmental policies and regulations. Problems of a complex or unusual nature are referred to the supervisor for resolution. This position is constrained by applicable departmental/state/federal guidelines, practices and policies.

Internal contacts are with staff in all offices located in the Chicago office and the Bureaus of Information Processing and Business Services. External contacts are with DCMS, other state agencies, building operations staff and the general public. Travel is required of this position. The ability to lift 50 lbs. is also required.

The effectiveness can be measured by the ability to perform administrative duties in a timely, effective manner.

Principal Accountabilities

1. Coordinates meetings/travel arrangements as requested by all bureaus within 69 West Washington.
2. Coordinates motor pool activity for the Chicago office fleet. Transports staff between various Chicago-area work locations.
3. Assists in completing the annual inventory for the Chicago office.
4. Coordinates mail deliveries on daily basis. Handles mail with special requirements.
5. Coordinates telecommunication/IT repairs.
6. Assists in coordinating building maintenance activities.
7. Performs other duties as assigned.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.