



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: April 14, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 17, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, April 28, 2017**. Applicants 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.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM III

Administrative Support Manager
Bureau of Small Business Enterprises
Office of Business and Workforce Diversity
Springfield

Attachments
41781

Technical Applications (PM 1080 rev 9/19/16) **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 **Friday, April 28, 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 III	Salary:	\$4,670 - \$6,483*
Position Title:	Administrative Support Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-45-100-00-01	IPR#:	41781

Office/Central Bureau/District/Work Address:

Office of Business and Workforce Diversity/Bureau of Small Business Enterprises/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for providing administrative support services for the Office of Business and Workforce Diversity (OBWD) personnel administration liaison functions, Affirmative Action/EEO activities; and coordinating analyses of budgetary and fiscal issues facing the OBWD to ensure adequate funding and effective administration of fiscal resource expenditures.

Special Qualifications:

Desired:

- Four years of college, preferably with major courses in business/public administration, accounting or computer science
- Four years of experience in business administration, accounting or equivalent combination of experience and training
- Working knowledge of budgeting and monitoring expenditures to ensure accurate funding is available to meet fiscal year obligations
- Ability to develop and prepare budgets, determine potential surplus/shortages of allotments, monitor actual versus projected expenditures; and process invoices and obligation documents
- Ability to plan, organize and coordinate personnel actions and training schedules, and prepare personnel reports

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.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	November 16, 2016	POSITION:	Administrative Support Manager
APPROVED BY:	<i>Pam Simon</i>	OFFICE/DIVISION:	Office of Business & Workforce Diversity/Bureau of Small Business Enterprises
CODE:	PW413-23-45-100-00-01	REPORTS TO:	Bureau Chief of Small Business Enterprises

Position Purpose

This position is accountable for providing administrative support services for the Office of Business and Workforce Diversity (OBWD) involving budgetary planning, preparation, and monitoring fiscal activities, personnel administration liaison functions, and Affirmative Action/EEO activities. This position coordinates analyses of budgetary and fiscal issues facing the OBWD to ensure adequate funding and effective administration of fiscal resource expenditures.

Dimensions

Bureau Personnel	13
Annual Operating Budget	\$3,816,000
Invoices Processed +/-	1,000

Nature and Scope

This position reports to the Bureau Chief of Small Business Enterprises. No subordinates report directly to this position.

This position provides support, counsel and analysis to the Director of OBWD and the Bureau Chief of Small Business Enterprises in administrative matters such as budget preparation, fiscal monitoring, coordination, and monitoring of personnel administration. This position is responsible for the development and preparation of OBWD's operating budget, monitoring expenditures to maintain sound fiscal condition, and the preparation of budget and management reports. This position implements new or revised accounting and payment processing procedures and coordinates all aspects of personnel administration in conjunction with the Bureau of Personnel Management (BPM), Administrative Support Services Section. Due to the diversity of the various functions required by this position, the incumbent must possess a firm understanding of the department's organizational structure and of the administrative process.

The greatest challenge of this position is to coordinate administrative activities to ensure maximum utilization of all resources to accomplish OBWD's objectives. Typical problems faced are ensuring a balanced budget and seeking approval of personnel actions, ensuring compliance of administrative related problem areas.

The incumbent develops and prepares the budget in conjunction with the Director and Bureau Chief, projecting and monitoring expenditures from allotments to ensure adequate funding is available to meet fiscal year obligations. To ensure adequate funding, the incumbent develops detailed expenditure estimates to determine potential surplus/shortages of allotments and monitors actual versus projected expenditures. The incumbent

processes monthly Supportive Services (SS) invoices, tracks SS contract balances, and prepares and processes SS contractual documents, e.g., *Request for Obligations*, *Job Authorizations*, *Illinois Federal-Aid Obligation* documents as well as tracking of related documents. When necessary, incumbent secures additional funds through transfers and reserves. S/he prepares required documentation for obligating funds, reviews all invoices and approves scheduling of payments, and codes and schedules invoices for payment. This position approves purchases of commodities and makes recommendation to Director or Bureau Chief of equipment purchases for final approval. S/He assists in monitoring each appropriation for supportive service contracts. The incumbent serves as liaison for personnel actions with the BPM, Administration Services Section. As liaison, incumbent prepares the necessary documentation and reports for personnel actions. S/He prepares personnel reports, position descriptions, personnel actions, coordinates payroll revisions with personnel actions and ensures compliance with the affirmative action/EEO programs. The incumbent coordinates with the BPM and advises OBWD management staff on issues pertaining to personnel policies and procedures. S/He coordinates the training schedule and maintains the EIS system. The incumbent reviews and processes requests for requisitions, evaluates equipment and office supply needs and recommends required purchases. S/He serves as bureau inventory control officer.

The incumbent has general latitude to accomplish responsibilities. Matters of a unique nature are referred to the supervisor with recommendations for resolution. This position is constrained by all applicable departmental/state/federal rules and regulations.

Internal contracts include OBWD staff, and Bureaus of Personnel Management, Business Services and Budget and Fiscal Management. External contacts may include the general public and vendors or contractors.

The effectiveness of this position is measured by its ability to provide timely and proper administrative support services and resources for efficient operation of the OBWD. Another measurement is the incumbent's ability to foresee and remedy problem areas in the budget, personnel, and business services to prevent constraints on the efficient operation of OBWD operations.

Principal Accountabilities

1. Develops and prepares the OBWD budget in conjunction with projecting and monitoring expenditures to ensure adequate funding is available to meet fiscal year obligations. Develops detailed expenditure estimates to determine potential surplus/shortages of allotments and monitors actual versus projected expenditures.
2. Ensures accurate and timely processing of all invoices. Tracks contract balances, and prepares/processes SS contractual documents. Reviews all invoices and approves scheduling of payments.
3. Approves purchases of commodities and makes recommendations for equipment purchases. Assists in monitoring appropriations for supportive service contracts. Maintains documentation of supportive service contracts. Processes invoices and obligation documents.
4. Services as liaison for personnel actions with BPM. Prepares personnel reports and coordinates position descriptions and personnel actions payroll revisions. Ensures compliance with the affirmative action/EEO programs. Coordinates the training schedule and maintains the EIS system.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as required or assigned.