



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: August 4, 2017

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

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, August 18, 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 V

Services Development Section Chief
Office of Program Development
Bureau of Bridges and Structures
Springfield

Attachments
42134

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 **Friday, August 18, 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.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager V	Salary:	\$6,020 - \$8,115*
Position Title:	Services Development Section Chief	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW415-23-65-907-00-01	IPR#:	42134

Office/Central Bureau/District/Work Address:

Office of Program Development / Bureau of Bridges & Structures / 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position participates in the development, implementation and management, and directs the support of, computer and information technology systems developed to enhance current and future operations; ensures maintenance and updating of the departmental bridge inventory system; and is accountable for the overall administration and coordination of the bureau's daily office processes. S/He evaluates and responds to technical and operational issues that affect bureau and departmental operations; develops, coordinates and maintains the bureau's annual operating budget including payment of invoices for equipment, services and supplies. S/He ensures maintenance of equipment, proper procedures for equipment purchase and maintains inventory of equipment. S/He is also responsible for oversight of consultant contracts, personnel issues, broad based training issues, record retention and document management procedures, technical and project files, and word processing activities; coordination of bureau-related legislative reviews and administrative rule development; maintenance of the bureau's business continuity plan; and developing and implementing effective processes for administration and communication to ensure maximum utilization of all resources to accomplish the Bureau's objectives.

Special Qualifications:

Required:

- Valid driver's license
- Occasional statewide travel

Desired:

- A bachelor's degree, preferably with courses in business, economics, public finance or public administration
- Seven years of experience in public or business administration, research, public finance or accounting activity, with a minimum of two years supervisory experience, preferably in a governmental agency
- Working knowledge of management techniques and modern organizational concepts
- Ability to plan, organize, and execute administrative or technical program requirements
- Ability to develop and maintain effective and harmonious working relationships with employees, agency officials and the general public
- Strong oral and written communication skills

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 2017	POSITION:	Services Development Section Chief
APPROVED BY:	Carl Puzey	OFFICE/DIVISION:	Office of Program Development / Bureau of Bridges and Structures
CODE:	PW415-23-65-907-00-01	REPORTS TO:	Engineer of Bridges & Structures

Position Purpose

This position participates in the development, implementation and management, and directs the support of, computer and information technology systems developed to enhance current and future operations; ensures maintenance and updating of the Department's bridge inventory system; and, is accountable for the overall administration and coordination of the bureau's daily office processes. S/He evaluates and responds to technical and operational issues that affect bureau and Departmental operations; develops, coordinates and maintains the bureau's annual operating budget including payment of invoices for equipment, services and supplies. S/He ensures maintenance of equipment, proper procedures for equipment purchase and maintains inventory of equipment. S/He is also responsible for oversight of consultant contracts, personnel issues, broad based training issues, record retention and document management procedures, technical and project files, and word processing activities; coordination of bureau-related legislative reviews and administrative rule development; maintenance of the bureau's business continuity plan; and, developing and implementing effective processes for administration and communication to ensure maximum utilization of all resources to accomplish the Bureau's objectives.

Dimensions

Staff supervised:	12 Direct, 5 Indirect
# of Bridges in Inventory System:	8000
Annual Operating Budget:	\$700 K
Consultant Contracts:	\$12 M
# of Legislative Reviews:	20 Annually

Nature and Scope

This position reports to the Engineer of Bridges and Structures as do an Executive Secretary II, Bridge Design Section Chief, Bridge Planning Section Chief, and Structural Services Section Chief. Reporting to this position are the Senior Inventory Technician, two Technician Trainees, one Office Assistant, one Office Coordinator and seven Office Occupations Trainees.

This position operates within an environment that is managerial in nature as the incumbent oversees the activities of the Bridge Inventory staff and bureau-wide administrative functions. The incumbent provides both technical and managerial input to the Engineer of Bridges and Structures and the three other Section Chiefs in administrative services matters relating to the Bureau's operations. The incumbent is responsible for administering personnel and fiscal matters of the Bureau, the preparation of various program appropriation requests, contract administration, the preparation and maintenance of programs related to the Bureau's office services activities including data support services, file management, the maintenance of equipment, and property control inventory records. In addition, this position maintains the Bureau's grievance files, administers the Bureau's building services activities, maintains the Bureau's business continuity plan, as well as provides input on the review of legislative bills.

Typical problems include developing and implementing innovative and efficient methods to accomplish the administrative requirements of the Bureau. The major challenges to this position are maintaining and ensuring an up-to-date bridge inventory system for the Department, the investigation and development of issue papers on a wide variety of technical and non-technical activities, the timely resolution of budgetary issues, developing and maintaining proper documentation and accounting records, and the expedient handling of all personnel actions. Another unique challenge to this position is to ensure that proper technical advice is provided to the Bureau in matters relating to data processing technologies and long-range computer information systems planning.

The incumbent is personally responsible for maintenance of specialized database systems, and conducting project evaluations that benefit the Bureau through cost analyses, technical research and program development. The incumbent oversees maintenance and updating of the Department's bridge inventory system. S/He initiates, processes and monitors contract agreements for professional and contractual services such as professional engineering, bridge repair, bridge inventory, training, rigging, and bridge inspection. S/He is responsible for the development of status reports, prepares spending projections, and conducts special studies as requested. S/He personally directs and is responsible for preparing transfers of operating and program funds and provides policy interpretations for the Director and Bureau Chief on administrative issues. The incumbent provides administrative services for the Bureau including staffing considerations, data base development, space allocation and use. The incumbent is personally responsible for identifying existing or potential administrative and fiscal problems that could adversely affect Bureau operations; developing alternatives for problem prevention or resolution; and, implementing any necessary course of action to address identified problems.

The incumbent accomplishes his/her responsibilities with the assistance of:

Senior Bridge Inventory Technician who, along with his/her subordinate staff, ensures that the Bureau's structural inventory, files, plans, and inventory systems are maintained and updated.

Technician Trainees who are responsible for upkeep and processing of bridge plans, for assisting in the bureau-wide engineering technician duties, and for Bureau-wide data input activities.

Office Assistant who assists with monitoring the file room activities and file maintenance to ensure the most up-to-date records, scanning material, distributing and sending mail, and receiving calls.

Office Coordinator who is responsible for maintaining the bureau filing system, coordinating and distributing correspondence and mail to the appropriate place, and serving as lead worker to the Office Assistant and Office Occupations Trainees.

Office Occupations Trainees who assist staff with basic clerical and administrative duties.

The incumbent is given wide latitude in the development and management of administrative functions, computer applications, bridge inventory, and specialized enhancements for the Bureau, referring only the most controversial matters to the Bureau Chief. S/He works within established principles and is constrained by Departmental policies and procedures, but is afforded broad latitude in developing solutions to problems and advising management. S/He provides recommendations relating to the hiring, disciplining, promotional transactions, and training of personnel; and, has authority for purchasing Bureau supplies, equipment and services within the scope of budgetary limitations.

The incumbent has immediate contact with the Bureau Chief and all Bureau of Bridges and Structures personnel. S/He also has direct internal contacts with the bureaus within the Office of Program

Development, Office of Highways Project Implementation, Office of Finance and Administration, Office of Planning and Programming, Office of Legislative Affairs, Office of Communications, and Office of Chief Counsel for the purpose of accomplishing administrative activities for the Bureau. Externally, the incumbent has contacts with the Federal Highway Administration, consultants, universities, institutions, business and supply representatives, and members of the general public in the performance of his/her responsibilities. Occasional statewide travel is required.

The effectiveness of this position is measured by the incumbent's ability to provide quality and timely system enhancements and administrative services for the efficient operation of the Bureau, and to ensure current structural inventory data for all state-maintained bridges. Effectiveness is further measured by the incumbent's ability to predict and alleviate budgetary, personnel and business services problems, which could adversely impact achievement of the Bureau's goals and objectives.

Principal Accountabilities

1. Ensures that all structural inventory data is kept current for all state maintained bridges.
2. Provides administrative guidance in the development of computer support programs, the retrieval of automated records, data collection, and in the effective utilization of existing data processing equipment to obtain maximum benefits from computer support activities.
3. Coordinates budget, administrative, personnel and training functions and resolves bureau-wide problems in order to maintain timely and effective management practices.
4. Monitors and initiates necessary actions to ensure all critical personnel positions are staffed within the limits of the Bureau's authorized headcount.
5. Directs the preparation of various program appropriation requests to ensure appropriate and adequate funds are requested to satisfy the Bureau's goals and program objectives.
6. Ensures bureau resources are used efficiently and effectively; funds, property and other assets and resources are safeguarded against waste, loss, unauthorized use and misappropriation; revenues, expenditures and transfers of funds and resources are properly recorded and accounted for.
7. Provides liaison with Office of Program Development staff, other offices, FHWA personnel, and consultants in the initiation, processing and monitoring of bureau contract agreements.
8. Maintains an in-house database for program development and monitoring of special projects throughout the Bureau. Produces issue papers in response to Bureau inquiries.
9. Ensures state and federal legislative reviews for the Bureau are completed and submitted.
10. Ensures that all equipment and property control inventories are prepared and maintained in accordance with applicable Federal, State and Departmental rules and regulations.
11. Ensures that all correspondence, word processing and record keeping activities are completed and accurate.
12. Provides training, evaluation and motivation of subordinate personnel to ensure a competent and well-developed administrative staff.
13. Performs duties in compliance with Departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
14. Performs other duties as required and/or assigned.