



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: November 20, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Wednesday, November 22, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, December 7, 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 IV (2 positions) Procurement Specialist
Bureau of Business Services
Office of Finance and Administration
Springfield

Attachments
42339

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 **Thursday, December 7, 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 IV (2 Positions)	Salary:	\$5,015 - \$7,085*
Position Title:	Procurement Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-40-801-10-01	IPR#:	42339

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 accountable for managing complex individual non-architectural/engineering professional service procurements from the determination of a need for professional services through final contract/agreement execution by upper management. The position is responsible for developing and reviewing complex Requests for Proposals (RFPs), Invitation for Bids (IFB), and other procurement mechanisms such as sole source and small purchase contracts.

Special Qualifications:

Required:

- Valid driver's license
- Occasional travel throughout the state

Desired:

- Completion of four years of college, preferably with major courses in business, economics, statistics, accounting, marketing, public finance and public administration
- Five years of experience in government procurement programs and governmental operations
- Working knowledge of the Illinois Procurement Code
- Familiarity with maintaining records in databases, and with the use of complex reports and reporting operations
- Strong oral and written communication skills; detail-oriented and well-organized; and ability to work on multiple tasks simultaneously
- Ability to maintain harmonious relationships with employees, agency officials, and the general public

Shift/Remarks:

8:00 a.m. – 4:30 p.m. / Monday – Friday

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

*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:	August 29, 2017	POSITION:	Procurement Specialist
APPROVED BY:	Aundra Williams	OFFICE/DIVISION:	Office of Finance & Administration Bureau of Business Services
CODE:	PW414-23-40-801-10-01	REPORTS TO:	Professional Services Unit Chief

Position Purpose

This position is accountable for managing complex individual non-architectural/engineering professional service procurements from the determination of a need for professional services through final contract/agreement execution by upper management. The position is responsible for developing and reviewing complex Requests for Proposals (RFPs), Invitations for Bids (IFBs), and other procurement mechanisms such as sole source and small purchase contracts.

Dimensions

Requests for Proposals (RFPs) Developed/Reviewed:	15 – 20 annually
Invitations for Bid Developed Reviewed:	5 – 10 annually
Requests for Information (RFIs) Developed/Reviewed:	1 – 3 annually
Sole Source Contracts created or reviewed:	1 – 5 annually
Small Purchase Contracts created or reviewed:	5 – 10 annually
Intergovernmental/Interagency Agreements developed/reviewed	1 – 5 annually
Contracts developed/reviewed:	25 – 50 annually

Nature and Scope

This position reports to the Professional Services Unit Chief as do two (2) Procurement Analysts and a Procurement Assistant. There are no subordinates reporting to this position. This position may supervise staff on a project by project basis, and shall frequently act as team leader to direct the activities of personnel requiring professional services procurements.

This position is responsible for managing the procurement of a wide variety of complex non-architectural/engineering professional services. The procurements managed by the position will have a direct impact on the successful completion of sensitive and critical departmental functions and programs, either immediately or in the long term. Assigned procurement activities include determining service requirements, preparation of procurement solicitation and contractual documents, and organizing consultant selection activities. The incumbent shall act in an advisory capability to the Unit and Section Chiefs, as well as the Bureau Chief, Deputy Director(s) and Director of Finance and Administration to ensure the timely execution of lawful and effective service procurements. The position is unique in that the procurement activities assigned can encompass all areas and activities of the Department.

The greatest challenge facing this position is developing and managing multiple professional service procurements simultaneously. Typical problems encountered in this position involve time management, managing multiple priorities, acquisition of information from activities while complying with the documentation requirements of the Illinois Procurement Code and procurement rules established by Central Management Services (CMS) and the Chief Procurement Office (CPO).

The incumbent is personally responsible for the preparation of complex Requests for Proposals (RFPs), Invitations for Bid (IFBs), and Requests for Information (RFI), with the originating office; conducting public openings of proposals received in response to an RFP/IFB/RFI; managing complex procurements by planning and organizing the activities of management personnel assigned to the consultant selection committee; preparing recommendations for upper management regarding procurement awards and contract terms for complex procurements; and preparing complicated contract documents in conjunction with the originating office. S/He shall ensure all procurement activities are conducted in accordance with the Illinois Procurement Code and CMS rules. For assigned procurements the incumbent shall facilitate the timely website publication of procurement business cases, procurement solicitations, and contract award notices in appropriate electronic format as required by the CPO.

S/He coordinates with the originating office to facilitate communication during the process, making changes in documents as needed and for subsequent executive approval. S/He shall review proposed changes in procurement laws and rules to determine the impact of revisions, and recommend procedural changes to ensure compliance. S/He will keep the Unit Chief advised of the status of all assigned projects, unusual obstacles involved or encountered and additional resources required to complete any assignment.

The incumbent accomplishes his/her accountabilities independently, or as a team member with other Professional Services Unit and/or requesting office personnel. S/He shall plan, process and facilitate award of complex procurements referring new and/or sensitive issues to the Professional Services Unit Chief for final resolution. The incumbent's activities are governed by the Illinois Procurement Code, CMS Procurement Rules and by Departmental rules and regulations. Occasional statewide travel may be necessary.

Internal contacts include all levels of departmental technical and managerial personnel, including frequent contact with bureau chiefs, deputy directors, and the Director of Finance and Administration to obtain information necessary to carry out procurement assignments. Team participation within the Professional Services Unit is critical for successful fulfillment of duties assigned. External contacts include vendors providing professional services, current and former clients of potential vendors, and CMS procurement staff.

The effectiveness of this position can be measured by the timely and effective procurement of complex professional services and the successful completion of related departmental programs.

Principal Accountabilities

1. Prepares complex RFP, IFB and RFI solicitations and conducts public proposal openings to procure various professional services with the assistance of the requesting office.
2. Develops reasonable recommendations for professional services procurements, and presents recommendations to management for review and implementation.
3. Ensures effective procurement of professional services by researching relevant issues through positive contact with Department staff, procurement customers, and private vendors.
4. Develops appropriate scopes of service, proposed compensation format, and selection criteria to promote effective procurements.
5. Plans and organizes the activities of procurement selection committees to ensure timely vendor selection, contract award, and execution.
6. Reviews proposals, bids, contracts/agreements annually to verify accuracy and ensure compliance with Departmental rules, the Illinois Procurement Code, and CMS rules governing professional services procurements.
7. Ensures department compliance with governing procurement laws, coordinates analysis of state and federal legislative initiatives impacting professional services procurements.
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.
9. Performs other duties as required or assigned.