



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Becky Koehler  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: March 6, 2018

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement March 8, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, March 21, 2018**. 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 V

Administrative Manager  
Bureau of Materials  
Office of Highways Project Implementation  
Springfield

Attachments  
42663

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Wednesday, March 21, 2018**, 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

<b>Classification:</b>	<b>Technical Manager V</b>	<b>Salary:</b>	<b>\$6,020 - \$8,115*</b>
<b>Position Title:</b>	<b>Administrative Manager</b>	<b>Union Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Position Number:</b>	<b>PW415 23-75-701-00-01</b>	<b>IPR#:</b>	<b>42663</b>

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#### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Bureau of Materials/126 E. Ash Street, Springfield, IL

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#### Description Of Duties:

This position is accountable for the overall direction of Administrative Services for the Bureau of Materials to ensure that fiscal, personnel and training activities function within the framework of the Department.

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#### Special Qualifications:

##### **Required:**

- Valid driver's license
- Statewide travel which may require overnight stays

##### **Desired:**

- Completion of a bachelor's degree preferably with courses in public or business administration
- Seven years' experience in public or business administration
- Working knowledge of governmental operations relating to highway activity
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Ability to plan, organize and execute administrative or technical program requirements
- Strong oral and written communication skills

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#### 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**

<b>DATE:</b>	January 18, 2018	<b>POSITION:</b>	Administrative Manager
<b>APPROVED BY:</b>	Brian Pfeifer	<b>OFFICE/DIVISION:</b>	OHPI/Bureau of Materials
<b>CODE:</b>	PW415-23-75-701-00-01	<b>REPORTS TO:</b>	Engineer of Materials

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***Position Purpose***

This position is accountable for overall direction of Administrative Services for the Bureau of Materials to ensure that fiscal, personnel and training activities function within the framework of the Department.

***Dimensions***

Subordinate Personnel:	Direct: 4	Indirect: 1
Bureau Budget:	\$6 Million	
Annual Payroll	\$4.5 Million	

***Nature and Scope***

This position reports to the Engineer of Materials. Reporting to this position are the Materials Information Technology Manager, Storekeeper II/Mail Messenger, an Account Technician II, and an Office Occupations Trainee.

The incumbent is responsible for directing the implementation, coordination, monitoring and follow up of: personnel administration; safety activities; commodity inventory program; field purchase procedures; space utilization; record retention; motor pool; and contractual contracts to the private sector. S/He will provide support and counsel to the Bureau Chief and other section chiefs in personnel administration, employee safety, and business and financial services. The incumbent must possess the technical and administrative expertise to formulate the policies which affect the operations of the Bureau and the Department.

Typical problems are those arising from personnel staffing, space needs, and operating with a designated budget. The greatest challenge will be to administer all personnel activities in compliance with Bureau and Department policies and procedures.

S/He personally performs the following duties for recommendations to the Bureau Chief: Writes policy interpretations on personnel issues; develops decision documents on administrative issues; reviews requests for promotions, salary adjustments, and transfer of funds; reviews repair and maintenance requests of lab equipment and grounds; reviews sensitive personnel issues, especially those involving union matters; interviews prospective employees; and review fiscal functions and prepares invoices for processing. In addition, s/he coordinates the inventory control.

To accomplish the accountabilities the incumbent will utilize staff:

Materials Information Technology Manager who with a staff of two provides Project Certification and user support for the statewide Materials testing computer system.

Storekeeper II/Mail Messenger who carries out storekeeping functions in the Bureau's large-scale central store room and is responsible for all incoming and outgoing office, interoffice and U.S. mail delivered to 126 E. Ash Street.

Accountant Technician II who performs technical accounting work by maintaining a complex, complete set of account books for the Bureau.

Office Occupations Trainee who performs a variety of entry level duties assigned in support of the Bureau.

The work for this position is performed with a minimum amount of supervision and operates under the principal rules, regulations and controls of the Bureau and the Department. The incumbent has the authority to purchase commodities and equipment necessary to maintain the building complex. S/He recommends to his/her superior large capital expenditures, and grants leaves and vacations for his/her section.

The incumbent maintains daily contact with the section chiefs within the Bureau and with the Office of Finance and Administration on a full range of administration activities. Outside contacts are with the Department of Central Management Services, the FHWA, officials of labor organizations, the general public, various vendors and contractors. Travel to perform some duties of this position is required.

The effectiveness of this position is measured by the incumbent's performance and capacity to execute the functions that will provide administrative support to the Bureau.

### ***Principal Accountabilities***

1. Directs the administration of personnel activities for all sections within the Bureau.
2. Ensures that his/her superior is kept well informed as to all policy compliances, and that sound recommendations are made to assure the most efficient use of available manpower and resources.
3. Ensures that the Bureau's budget and fiscal matters are accurately monitored and that they meet the future needs of the Bureau.
4. Ensures that administrative activities are within the approved policies and procedures.
5. Trains, motivates and evaluates subordinates to ensure a well-developed and competent staff.
6. Travels on as as-needed basis to perform the duties of this position.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as required or assigned.