



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: April 9, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 11, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, April 24, 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.

MT I (2 pos)

Inventory Specialist
Region 1/District 1/Administrative Services
Office of Highways Project Implementation
Schaumburg

Attachments
42734

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 **Tuesday, April 24, 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

Classification:	Management Technician I (2 Positions)	Salary:	\$2,580 - \$3,658*
Position Title:	Inventory Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW421-23-51-105-10-01	IPR#:	42734

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Administrative Services/201 W. Center Ct., Schaumburg, IL

Description Of Duties:

This position is accountable for maintaining software, computer and equipment inventories. Receives, audits and processes all transactions necessary to maintain a current, accurate and complete inventory data base and provides information and assistance to district personnel to ensure compliance with inventory reporting policies and procedures.

Special Qualifications:

Required:

- Valid driver's license
- Occasional district-wide and state-wide travel
- Occasional overtime

Desired:

- Two years of college preferably with major courses in business, economics and math
- Basic working knowledge of Microsoft applications
- Ability to maintain harmonious relationships with employees and agency officials

Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday (45-minute lunch)

*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:	February 5, 2018	POSITION:	Inventory Specialist
APPROVED BY:	Richard M. Johnson	OFFICE/DIVISION:	OHPI/Region One/District One/Bureau of Administrative Services
CODE:	PW421-23-51-105-10-01	REPORTS TO:	Vehicle & Inventory Manager

Position Purpose

This position is accountable for maintaining software, computer and equipment inventories. Receives, audits and processes all transactions necessary to maintain a current, accurate and complete inventory data base and provides information and assistance to all district bureaus and personnel to ensure compliance with inventory reporting policies and procedures.

Dimensions

Inventoried Computer Items:	2,000
Inventoried Equipment Items:	15,000

Nature and Scope

This position reports to the Vehicle & Inventory Manager. No staff reports to this position.

This position operates in an environment where there are a large number of software, computer and equipment items. The physical distribution of these items to over thirty decentralized locations, as well the frequent transfer and movement of items between these locations complicates the tasks of maintaining complete and accurate inventories for the district. The large volume of transactions and the reliance on bureau personnel for source data further complicates this task.

The greatest challenge to this position is ensuring the complete and accurate physical inventory for all district software, computer and equipment items. A typical problem that the incumbent will face is being able to properly describe items, sight unseen, when information available from invoices or other source documents is vague, imprecise or incomplete.

This position, along with the Vehicle & Inventory Manager, is responsible for auditing all inventory transaction submittals from bureau Physical Control Officers. The incumbent personally: prepares and processes all additions, deletions and changes to the inventory data base via the Common System; originates and forwards Equipment Voucher Data Sheets; issues property control tags; conducts monthly reconciliations of transaction summaries versus suspense file source documents; and provides information and procedural instructions, upon request, to District Managers and Physical Control Officers regarding the inventory process in general as well as specific individual transactions.

The incumbent accomplishes accountabilities through twenty-plus non-subordinate Physical Control Officers whose complete cooperation is essential to accomplishing this position's objectives.

Under the direct supervision of the Vehicle & Inventory Manager, the incumbent is allowed a wide degree of latitude regarding their daily schedule of work and performance of routine functions. Published manuals and directives issued by the department relating to inventory control practices and procedures constrain the incumbent's discretion in discharging his/her responsibilities. Problems of a unique or complex nature are referred to the immediate supervisor for resolution.

The incumbent must establish and maintain continuous and effective relationships with the bureau Physical Control Officers, the Bureau of Information Processing, Central Management Services, the central Bureau of Business Services and the District One Financial Services Section in order to process software, computer and equipment items and maintain the inventory database as an accurate record of district inventories. Occasional district-wide and state-wide travel, as well as occasional overtime may be necessary to fulfill the duties of this position.

The effectiveness of this position can be determined by the completeness and accuracy of the inventory records in the Common System, the ease with which such information may be accessed and retrieved for use by district management and the accuracy and number of unidentified items during the annual physical inventory.

Principal Accountabilities

1. Performs all transactions required to ensure that newly purchased software, computer and equipment items are added to the Common System Inventory.
2. Performs all transactions to process changes in software, computer and equipment locations, deletions and other adjustments to the Common System Inventory database to ensure that it is a current record.
3. Audits inventory information submitted by Physical Control Officers prior to processing transactions and reviews monthly transaction summaries against source documents to ensure that the Common System Inventory database reflects all transactions and that it is an accurate and complete inventory record.
4. Provides district managers, Physical Control Officers and other personnel with both general information and instructions for specific transactions to assist them in complying with departmental property control and inventory policies and procedures.
5. Assists the Vehicle & Inventory Manager in implementing the annual physical inventory conducted by Physical Control Officers and other physical inventory measures or audits to ensure that the inventory data base is authentic and independently verifiable.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.