



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.

TM III

Administrative Support Manager
Region 1/District 1/Administrative Services
Office of Highways Project Implementation
Schaumburg

Attachments
42736

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:	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:	PW413-23-51-105-20-01	IPR#:	42736

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 supplying, in an adequate and timely manner, a wide variety of supplies and administrative support services essential to the district in carrying out its operational missions. These include procurement of all office supplies, furniture, reproduction equipment, shipping and receiving equipment and telecommunication equipment. This position also directs motor pool, mailroom and copy center operations; and monthly reports and record keeping.

Special Qualifications:

Required:

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

Desired:

- Completion of four years' of college, preferably with major courses in business or public administration
- Four years' experience in public or business administration
- Working knowledge of business practices, procurement, distribution, inventory control and record keeping
- Proficiency in the operations of spreadsheet, word processing and data based computer programs
- Good problem-solving skills
- Strong oral and written communication skills

Shift/Remarks:

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

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:	January 29, 2018	POSITION:	Administrative Support Manager
APPROVED BY:	Richard Johnson	OFFICE/DIVISION:	OHPI/Region One/District One/Administrative Services
CODE:	PW413-23-51-105-20-01	REPORTS TO:	Business Services Manager

Position Purpose

This position is accountable for supplying, in an adequate and timely manner, a wide variety of supplies and administrative support services essential to the District in carrying out its operational missions. These include procurement of all office supplies, furniture, reproduction equipment, shipping and receiving equipment and telecommunication equipment. This position also directs motor pool operations, mailroom operations, copy center operations and monthly reports and record keeping.

Dimensions

Subordinate Personnel:	6 direct - 2 indirect
Annual Office Supply Budget:	\$200,000
Annual Furniture Budget:	\$100,000
Annual Number of Shipping/Receiving:	80,000 Pieces
Annual Shipping Budget:	\$150,000
Number of Voice/Data Lines:	2,000
Vehicles in Motor Pool:	40
Active Security I.D. Badges:	1700

Nature and Scope

This position reports to the Business Services Manager. Reporting to this position are a Maintenance Worker, a Reproduction Services Supervisor I and four Supply, Mail and Fleet Services Technicians.

This position operates in an environment where its effective performance is complicated by a wide variety of issues/problems, which directly affect the smooth operation of the entire district and must be confronted on a daily basis. The determination of cost effectiveness is a continuous problem confronting this position. Detailed analysis must be applied to technological developments in the reproduction and telecommunications fields when recommending specific new equipment to be purchased for the district. This requires an ability to be efficient and creative in several aspects of this position, including being able to efficiently design additions and modifications to the \$1.2M worth of existing modular furniture in the District Headquarters. The usability of new office equipment, supplies and materials must also be evaluated as they are introduced into the market. In addition, this position is confronted with the continuous problem of supplying all materials, supply services and equipment in the required amounts, at the proper times, within established budgets while keeping on-hand inventory levels as low as possible without ever running out. Conflicting with these decisions are the frequent requests for items or levels of service that do not fit within budget parameters or the overall level of support that can be maintained. To resolve these conflicts, the incumbent must either find alternative solutions or effectively and tactfully justify why the request cannot be accommodated. In situations where shortages by suppliers exist, the problem of finding alternative sources of supply and/or alternative products must be addressed and resolved.

Typical problems encountered in this position include: effectively allocating and cross-training staff to the extent that 3 of the "one-person" functions (motor pool, mail and storekeeper) have adequately trained back-ups and are fully functional on a daily basis; maintaining the viability of all telecommunication functions within the district; maintaining the operation and integrity of the headquarters' security system; and maintaining consistency in the

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availability of the myriad of supplies and services provided to the district. The greatest challenge to this position is the wide variety of functions performed and completed by both the incumbent and subordinate staff on a daily basis. The incumbent personally serves as the Resident Manager on contracts to install wiring and instruments necessary for the district telephone system, including visiting field facilities to determine the most cost effective and efficient telecommunication systems to be installed and ordering/coordinating the installation. He/she personally monitors and controls the use of the District Headquarters phone system. The incumbent is essentially the district point person and subject matter expert on all aspects of the telecommunications analysis, ordering, installing, repair and maintenance. With a near stockless office supply system in place, the incumbent must personally establish the guidelines for all district personnel ordering office supplies and then reviews and transmits orders to the office supply vendor. The incumbent approves preventive maintenance plans for motor pool vehicles so as to reduce down time while still maintaining an adequate level of service. When demands are high, he/she establishes the priorities for reproduction work, and when required, personally operates reproduction and duplicating equipment. The incumbent serves as the Resident Manager relating to the district's \$1.2M investment in modular furniture; working closely with contractors and suppliers but also maintaining close control of all the space planning and preparation of plans, specifications and estimates for modifications and additions. He/she personally prepares plans for minor modifications and coordinates subordinate staff for the installation of said changes. Maintaining an inventory of the exact location of the several thousand pieces of furniture is a personal challenge. The incumbent also personally coordinates the annual district order for furniture items, recommending a fair allocation of limited resources to district management and then ordering and coordinating delivery of the approved items. The incumbent must keep Individual Assigned Vehicles (IAV) and Vehicle Trip Tickets (VTT) reports up-to-date and correct at all times in order to comply with departmental policy and unannounced audits. He/she is also responsible for the purchasing, distributing, monitoring of usage, billing and all penalty reconciliations of the district IPASS program.

The incumbent accomplishes accountabilities with the assistance of the following staff:

- Maintenance Worker (1): is responsible for operating the District One Motor Pool.
- Reproduction Services Supervisor I (1): is, with staff, responsible for operating the District One Copy Center.
- Supply, Mail and Fleet Services Technician (4): is responsible for operating the district mail services and assisting as needed in the operation of the Motor Pool and Copy Center.

The incumbent is constrained by policies established by legislative directives, IDOT Central Office and/or District One management. These policies at times may be in conflict with the desires of district employees. As such, the incumbent must be able to judiciously administer these policies.

The incumbent is required to establish and maintain contacts with all district supervisory personnel, the Office of Finance and Administration and the Department of Central Management Services in addition to multiple outside vendors and suppliers. Occasional overtime and district-wide travel may be required to fulfill the duties of this position.

The effectiveness of this position is most obviously measured by the lack of complaints by district management and employees. This is not meant to trivialize the important nature of the services provided, but rather to emphasize the level of expectation placed upon all services on a daily basis. The ability to effectively cross-train staff so that all services are constantly provided is vital.

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Principal Accountabilities

1. Ensures the timely availability of office equipment, supplies and materials.
2. Ensures prompt mail service on a daily basis.
3. Ensures the cost effectiveness of office supplies and services.
4. Ensures the effectiveness of telecommunications services within the district.
5. Ensures the timely availability of motor pool vehicles for district personnel.
6. Ensures that the headquarters security system is continuously available and operational.
7. Ensures the rapid turn-around of reproduction requests in the district copy center.
8. Ensures the accuracy and integrity of the modular furniture system in the district headquarters.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.