

# Job Title: TECHNICAL MANAGER II - PROCUREMENT SPECIALIST - IPR#44722

Agency: Department of Transportation

Closing Date/Time: 07/21/2021

Salary: \$4,190 - \$7,315 Monthly

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: NR916

**DO NOT APPLY ONLINE**

**\*\*DO NOT CLICK THE APPLY BUTTON\*\***

## **HOW TO APPLY:**

**Technical Applications PM1080 (rev 3/8/21) 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 the closing date listed above. Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Technical Application PM1080. Please indicate IPR#44722 on the Technical Application PM1080.**

## **Agency Mission Statement**

The Illinois Department of Transportation is seeking to hire a Procurement Specialist.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## **Job Responsibilities**

This position is accountable for coordinating and executing purchases necessary to satisfy district needs for supplies and services; coordinating and preparing the procurement requests from the various field units and bureaus; and entering procurements into the department's BidBuy procurement system and monitoring/tracking their progress.

This position reports to the District Procurement Manager. No staff reports to this position.

This position is accountable for coordinating and executing the purchase of various supplies and services requested by the district bureaus and field locations. District One has approximately 24,000 procurements each year which are generated by its nine bureaus and thirty-five separate field locations.

The greatest challenge to this position is procuring products and services from the most economical and reliable source, while utilizing the BidBuy system and ensuring compliance with all state procurement laws and all applicable departmental rules.

This position is personally responsible for receiving and organizing all of the requests that are generated by the bureaus and thirty-five field locations; ensuring that three bids are received for all purchases not on contract; preparing requisitions for state-wide contracts; entering new vendors into the BidBuy procurement system; coding the purchases with the correct commodity codes; sending out the requests for bid; checking to see that the vendor is registered to do business with the State of

Illinois; monitoring the purchase to insure that the correct items were delivered and working with the vendor to return incorrect items delivered; and preparing all paperwork necessary for the Financial Services Office to pay the vendor. Working closely with the central Bureau of Business Services' Procurement Unit, the incumbent will be responsible for interpreting the Illinois Procurement Code, Finance Act, and agency procurement rules. He/She will work closely with the bureaus to ensure that all procurement schedules are maintained to meet all district timetables. When procurements are entered into the BidBuy system, the incumbent will tabulate the bids and recommend awarding of procurements to the lowest bidder.

### **Job Responsibilities continued**

This position requires a limited degree of latitude within the purchasing guidelines of the state; however, the incumbent is expected to take a great deal of initiative in selecting proper procurement options in order to ensure the timely availability of services, commodities, and equipment.

This position is in frequent contact with all Illinois Department of Transportation (IDOT) offices, divisions, and bureaus, including the central Bureau of Business Services' Procurement Unit. Outside contacts include Central Management Services (CMS) and numerous manufacturers and vendors throughout the country. Contact with vendors is critical to ensure that complex purchasing requirements and specifications are communicated to provide timely receipt of goods and compliance with specifications. 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 measured by the speed and efficiency with which all procurement transactions are transacted correctly.

### **Principal Accountabilities**

1. Processes requests from bureaus and field locations for services, commodities and equipment, and assures that the procurement is at the lowest possible cost from a responsible source.
2. Checks with Financial Services Office for fund availability and enters all information into the BidBuy System.
3. Sends out requests for bids through the BidBuy system to all relevant vendors.
4. Processes all bids and approves the lowest responsible vendor.
5. Submits the winning bid to the central Bureau of Business Services' Procurement Unit for approval.
6. Ensures that the items are delivered correctly and on time once approved by the Procurement Unit.
7. Assists in implementing procurement schedules to meet IDOT seasonal needs, market condition, and timetables promoting the prompt delivery of supplies/services and commercial printing.
8. Monitors procurement activities to assure bids are awarded, services rendered, products delivered and inspected, and obligations are established to promote timely payment.
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.

### **Qualifications**

#### **Position Requirements**

- Education/Experience:
  - o Completion of a bachelor's degree majoring in business administration, public finance, public administration, and/or public procurement OR
  - o Completion of two years of college plus one year of experience in public or business administration, with an emphasis of procurement programs OR
  - o Five years of experience in public or business administration, with an emphasis of procurement programs
- A valid driver's license
- District-wide and state-wide travel, occasional overtime

#### **Position Desirables**

- Ability to utilize main-frame database programs, such as BidBuy
- Proficient in the use of Microsoft Office Suite applications, such as Excel and Access

- Ability to maintain good working relationships with bureaus, vendors, and agency officials
- Good oral and written communication skills

Work Hours: 8:00 AM - 4:15 PM Monday - Friday (45-minute lunch)

Work Location: Schaumburg - 201 Center Ct

Office: Office of Highways Project Implementation/Region 1/District 1/Administrative Services

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Function: Transportation

Collective Bargaining Agreement language applies to this requisition

We are currently transitioning our application process away from paper process to an electronic application process. This position has not been transitioned please follow the directions below when applying to this position.

Please visit the IDOT website at <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to obtain the required bid forms and application forms.