

# Job Title: TECHNICAL MANAGER V - SUPPLIES AND SERVICES UNIT CHIEF - IPR#44975

Agency: Department of Transportation

Closing Date/Time: 05/17/2021

Salary: \$6,145 - \$10,210 Monthly

Job Type: Salaried Full Time

County: Sangamon

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. The previous application form revised 10/16/20 will be accepted until May 8, 2021. Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Technical Application PM1080. Please indicate IPR#44975 on the Technical Application PM1080.**

**\*This position is covered by the Revolving Door Prohibition Policy.**

## **Agency Mission Statement**

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The Illinois Department of Transportation is seeking to hire a Supplies and Services Unit Chief.

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**

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This position is accountable for providing daily oversight of the Supplies and Services Unit. This includes managing statewide programs for the procurement of all non-construction supplies and services and real estate leasing space requests submitted to Central Management Services (CMS) for approval, as well as overseeing CMS delegated leases.

This position reports to the Procurement and Contracts Section Chief. Reporting to this position are the Supplies and Services Manager, Equipment Services Manager, Senior Procurement Technician, and Procurement Technician.

This position is accountable for managing the department's procurement of non-construction supplies and services and real estate leasing space submitted to CMS for approval and processing, as well as small leases delegated by CMS to process. This position requires daily supervision of staff to provide

for the cost-effective procurement of department supplies and services and the timely execution of space requests for office space and storage facilities. In addition to managing assigned procurements, s/he advises upper management on enhancing internal processes and formulates procedural revisions to organizational and/or legislative changes. The procurement handled by the Supplies and Services Unit is fiscally sensitive and subject to scrutiny by management, the Chief Procurement Office, the Procurement Policy Board, the Illinois Auditor General, and Illinois Comptroller. Ensuring staff compliance with state procurement laws and rules is a critical function of this position. These diverse and sensitive responsibilities often result in critical procedures requiring creative solutions. Typical problems include the incumbent's ability to organize and delegate workload so that tasks are performed in a timely manner to meet procurement deadlines. The ability to prioritize projects is essential to ensure that critical tasks are completed in a timely manner. The greatest challenge to this position is ensuring the department's compliance with state laws and rules. When organizational or legislative revisions require operational changes, the incumbent must formulate alternative strategies or procedures to accommodate the changes and make recommendations to the Procurement and Contracts Section Chief, Bureau Chief of Business Services, and/or Director of Finance and Administration for review. The incumbent implements recommendations approved by management. The incumbent is responsible for managing the department's procurement of all non-construction supplies and services. This position coordinates space requests department-wide and ensures that space request information

### **(Job Responsibilities continued)**

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is completed accurately and submitted to CMS in a timely manner. The incumbent is responsible for developing IFBs, issuing solicitations, conducting bid openings, and referring bid tabulations to the originating office for review and approval. The incumbent conducts conferences and seminars to discuss procurement policies and procedures. S/he stays abreast of current procurement laws, rules, and policy changes to provide direction to the procurement staff in the Supplies and Services Unit, as well as keeping managers and department end-users such as district highway staff informed. The incumbent plans, organizes, and directs the Supplies and Services Unit staff to accomplish the various dimensions of the position. This position frequently coordinates with CMS regarding the use of the Illinois Government Procurement System (IGPS).

Accountabilities are accomplished through the following staff:

Supplies and Services Manager who is responsible for non-construction supply and service acquisitions, IFB development, issuance of solicitations, receiving and handling bid proposals, resultant contract development and execution, and set-aside program compliance such as the Business Enterprise Program (BEP), small business set-asides, and veteran-owned businesses. S/He assists other Supplies and Services Unit staff by reviewing IFB drafts prior to posting on the Illinois Procurement Bulletin (IPB) as well as reviewing draft award notices prior to posting on the IPB.

Equipment Services Manager who is responsible for planning, organizing, directing, and executing a department-wide procurement program for equipment acquisitions, supplies and service contract administration, the BEP, Small Business Program, and Veterans Program compliance.

Senior Procurement Technician who is responsible for the planning, coordination, and execution of purchases necessary to satisfy departmental needs for supplies such as equipment, commodities, and services.

Procurement Technician who performs specific tasks related to the processing of procurement requests including state purchasing officer determination forms, information gathering for the development of the IFB, and forms management/record keeping for procurement work documents.

The incumbent exercises wide latitude in accomplishing assigned responsibilities. Only problems of a highly sensitive nature are referred to the immediate supervisor for resolution. The incumbent will complete performance evaluations and coordinate goals and objectives that will support the Supplies and Services Unit's role within the Bureau of Business Services. S/He is constrained by departmental regulations.

Internal contacts include all levels of district and central bureau management and technical personnel involved in performing business administration duties. External contacts include management personnel

from CMS, the Procurement Policy Board, the Chief Procurement Office, and the Illinois Auditor General's office. The incumbent is in frequent contact with vendors, contractors, and local government

officials regarding procurement issues. Statewide and out-of-state travel with occasional overnight stays is required.

The effectiveness of this position can be measured by the timely and economical procurement of department non-construction supplies and services, the timely submission of CMS space requests, and execution of CMS delegated department real estate leases. In addition, effectiveness is measured by compliance with the Illinois Procurement Code, the Civil Administrative Code, and all agency rules based on procurement laws and rules.

## **Principal Accountabilities**

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1. Directs, plans, organizes, and controls department procurement processes for non-construction supplies and services procurements, real estate space request submissions, and delegated leasing.
2. Develops, implements, and communicates department-wide procedures for non-construction supplies and services procurements, real estate space request submissions, and delegated leasing.
3. Reviews proposed changes in legislation affecting assigned programs and issues written opinions (upon request) regarding potential impact on department operations. S/He is expected to testify at legislative committee hearings regarding the impact of proposed legislation (upon request).
4. Oversees the posting of IFB solicitations, contract award notices, and emergency procurement notices on the IPB.
5. Reviews and processes all department emergency purchase statements to ensure lawful execution and filing with the Illinois Auditor General.
6. Reviews and processes space requests to lease real property and, as necessary, assists and advises the CMS personnel conducting property selection and lease negotiations.
7. Ensures each office/storage space request and CMS delegated lease is executed in compliance with applicable laws and rules.
8. Trains, motivates, and evaluates subordinates to ensure the effective completion of unit accountabilities.
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**

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### Position Requirements

- Education/Experience
  - Completion of a bachelor's degree in business administration, public administration, English, or math, plus three years of experience writing procurement solicitations and contracts;utilizing/analyzing complex scoring, pricing tables, and matrices to award procurements; navigating and producing procurements with electronic procurement systems; managing the procurement of specialized equipment, commodities, and services, or a combination thereof, OR
  - Eleven years of experience writing procurement solicitations and contracts; utilizing/analyzing complex scoring, pricing tables, and matrices to award procurements; navigating and producing procurements with electronic procurement systems; managing the procurement of specialized equipment, commodities, and services, or a combination thereof
- Valid driver's license
- Statewide and out-of-state travel with occasional overnight stays

### Position Desirables

- Supervisory experience
- Working knowledge of developing, implementing, and evaluating programs
- Working knowledge of implementing policy within assigned programs
- Ability to prioritize projects ensuring completion in a timely manner
- Ability to maintain professional and harmonious relationships

Work Hours: 8:00 AM to 4:30 PM Monday - Friday

Work Location: Springfield - 2300 S Dirksen Pkwy

Office: Office of Finance & Administration/Bureau of Business 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.