

# Job Title: TECHNICAL MANAGER IV - BUSINESS SERVICES MANAGER - IPR#45016

Agency: Department of Transportation

Closing Date/Time: 08/02/2021

Salary: \$5,120 - \$9,155 Monthly

Job Type: Salaried Full Time

County: Effingham

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#45016 on the Technical Application PM1080.**

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

## **Agency Mission Statement**

The Illinois Department of Transportation is seeking to hire a Business Services Manager.

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 managing numerous district functions including purchasing activities, building maintenance, telecommunications, vehicle usage, inventory control, capital improvements, reproduction equipment and other business services activities.

This position reports to the Administrative Manager. Reporting to this position are the Property and Supply Clerk, Support Services Technician, Office Assistant and Office Occupations Trainee.

This position is accountable for the effective and economic management of all district business and administrative processes such as purchasing, inventory, facility physical access system (Velocity), records management, microfilming, reproduction methods, capital improvements, maintenance and repair of real property, security, telecommunications, vehicles used including preventative maintenance and replacement, real estate leases and the use and need of business equipment.

Typical problems encountered by the incumbent include allocation of budgeted funds to maintain adequate service levels while dealing with projected shortages due to the aging and deterioration of buildings, equipment and vehicles, and late submission of invoices by vendors and consequent Court of Claims suits. The greatest challenge to the incumbent is to provide professional support services to

all district bureaus, respond immediately when emergencies arise and to remain in compliance with the Illinois Procurement Code. The incumbent should have technical expertise in the areas of building design and improvements, telecommunications, inventory control and effective business systems. The incumbent personally reviews, approves and controls all district purchasing, contracts for service, rental and lease agreements, and ensures compliance with all laws and policy. The incumbent is accountable for space utilization, reproduction services, Velocity, and office copiers. He/she is responsible for property control, including equipment and commodity inventory, records management, recycling, building security, surplus property and hazardous waste, asbestos abatement and control, and implementation of the capital improvement program. The incumbent oversees equipment operations and the motor pool, office supplies and forms. The incumbent is also responsible for providing numerous critical facility services including but not limited to telecommunications, vending and United Parcel Services (UPS) services.

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

The incumbent accomplishes his/her accountabilities through the following personnel:

Support Services Technician - who is accountable for performing a number of varied business services functions including but not limited to assisting with improvements and building maintenance at the district headquarters, assisting in the operation the district motor pool, supply stockroom and coordination of district-wide telecommunications, obtaining commodity price quotations, preparing invoices for payment and maintaining various section data bases and records.

Property and Supply Clerk II - who inputs into Common Inventory System the complete operational cost data, including purchase of gas, oil, and anti-freeze for all non-maintenance trucks and passenger carry vehicles. Maintains adequate level of office supplies and is responsible for ordering, storage, and issuing of office supplies.

Office Assistant - who performs district telephone communication services and receptionist functions. Greets and assists visitors to the district personnel. Processes all incoming and outgoing mail. Performs a variety of clerical duties.

Office Occupational Trainee - who assists in filing of records, documents, and correspondence of the office. Also assists in typing various letters memos and forms.

The incumbent operates within the established departmental policies concerning administrative procedures and the district Bureau of Administrative Services, as supplemented by the district management. Within these policies, the incumbent has considerable latitude in making repair or replacement decisions, in determining workload priorities of subordinates, and in the allocation of available resources. Situations which are outside of the incumbent's range of expertise or authority are referred to the Administrative Services Manager, with all relevant facts and a recommendation for resolution. The incumbent evaluates subordinates and makes disciplinary, promotion, and salary recommendations.

The incumbent has significant daily contacts with district management concerning the allocation of resources and the scheduling of workloads. Other significant contacts include the section chiefs within the district Bureau of Business Services, other district Business Services Managers and bureau chiefs in other districts. Outside the department, the incumbent deals with materials suppliers and contractors, utility companies, equipment maintenance technicians, local architects and engineers, engineers and energy specialists within the Capital Development Board, as well as various vendors. This position may require overtime and overnight travel.

The effectiveness of this position can be measured by the extent to which the incumbent ensures the economical and timely delivery of equipment, absence of major equipment breakdown, commodities and services which are critical to the requirements of the district's bureaus, as well as other state and local agencies. The aesthetic qualities of the headquarters in general, the functionality of office layouts and lighting, and the availability of reproduction equipment for use are also indicators of this position's effectiveness.

### **Principal Accountabilities**

1. Plans, organizes, and directs the activities of the section to ensure efficient operation.
2. Coordinates the preparation and monitoring of the district's capital improvements, equipment, commodity and contractual services budget, analyze requests, recommends and approves

- expenditures against allotted funds to ensure cost-effectiveness of operations.
3. Provides overall management of all district passenger vehicles including the Administrative Motor Pool to ensure optimum usage of vehicle resources.
  4. Regulates the use of equipment and commodities to ensure compliance with rules and guidelines concerning these matters.
  5. Provides a mechanically sound, clean, comfortable and safe work environment for district office staff in which to work.
  6. Ensures records of all district bureaus are maintained according to department retention policy.
  7. Acts as the District Field Asbestos Coordinator.
  8. Trains, motivates, evaluates, and supervises subordinate staff to work in a safe manner and maintain high standards of productivity.
  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
- Completion of a bachelor's degree majoring in business administration, operations management, construction management, construction technology, management information systems, public administration, or finance PLUS two years of experience in the oversight of large-scale construction projects and various trades, public or business administration with focus in facilities management, construction, or property administration, or a combination thereof OR
- Eight years of experience in the oversight of large-scale construction projects and various trades, public or business administration with focus in facilities management, construction, or property administration, or a combination thereof
- Valid driver's license
- Occasional districtwide travel which may require occasional overtime

### **Position Desirables**

- Fundamental understanding of commercial construction methods and facilities mechanical systems
- Strong facilities operations security software skillset including basic systems maintenance experience
- Proficient in the use of Microsoft Word, Outlook and Excel
- Excellent oral and written communication skills; detail-oriented and well-organized; and ability to work on multiple tasks simultaneously
- Ability to maintain harmonious relationships with employees, agency officials and the public

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

Work Location: Effingham - 400 W Wabash Ave

Office: Office of Highways Project Implementation/Region 4/District 7/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.