

# Job Title: STOREKEEPER II - IPR#45210

**Agency:** Department of Transportation

**Closing Date/Time:** 09/13/2021

**Salary:** \$3,794 - \$5,330 Monthly

**Job Type:** Salaried Full Time

**County:** LaSalle

**Number of Vacancies:** 1

**Plan/BU:** RC014

**Collective Bargaining Agreement language applies to this requisition:  
We are currently transitioning away from a paper application process  
to an electronic application process. This position has not been transitioned. Please follow  
the directions below when applying to this position.**

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

**CMS100/B Employment Application and all applicable documentation should be submitted to  
the Agency contact listed below.**

## **Agency Mission Statement**

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**

40%

1. Orders, receives, stocks, issues office supplies and equipment as well as photographic, WP, PC, fax and copy machines supplies (paper, developer, toner, etc.), batteries, calculators, flags, forms and field equipment (transits, tripods, video, etc.).

- Records usage to give to district bureaus; inventories and determines optimum stocks, economic order quantities and reorder points for all supplies
- Initiates and prepares requisitions for replacement of supplies
- Initiates and prepares printing requisitions
- Checks shipping list for accuracy
- Writes receiving reports; determines and prepares list of annual printing needs
- Determines and submits annual calendar and diary needs when directed, has contact with central Bureau of Business Services (BoBS) Procurement and Duplicating and Supply Units, the Bureau of information Processing, and central warehouse.

25%

2. Participates in purchasing operations and offers guidance to district staff in acquisition of office supplies, equipment furniture, etc.

- Utilizes the state's BidBuy procurement system for purchases from State Contracts and Solicitations.
- Contracts vendors for price quotas, availability of items and to correct errors in order of billing.
- Verifies availability of funds.
- Operates state vehicle to pick up items from local vendors.
- Prepares and types invoice vouchers for all meter postage and stamps.
- Maintains reference copies of state purchase order contracts.
- Tabulates bid openings for annual district contracts for building maintenance and trades and for commodities and equipment.
- Verifies all transactions are conducted in accordance with the Procurement of Commodities, Equipment, and Service Manual.
- Provides copies of contract and instructional memos on purchasing inventory topics.
- Maintains card file for state auditors on issuance of specific stock items

**(Job Responsibilities continued)**

15%

3. Assists the Support Services Coordinator with conducting the district's annual physical inventories of equipment and real property and maintains up-to-date files; preparing equipment voucher data sheets, vehicle acquisition, and change reports and property change reports, assigning and issuing property control tags and preparing documentation regarding these transactions

- Serves as liaison with Property Control Specialist from Central BoBS to maintain current annual inventory, identifying inventory items for disposal and/or transfer and notifying central BoBS, reconciling monthly and quarterly property control reports and notifying supervisor and physical control officer for Administrative Services of any discrepancies.
- Advises district physical control officers on property control procedures and providing a computerized copy of monthly inventory update, maintaining an automated record of all inventoried property by means of the SAP software, verifying that all transactions are conducted in accordance with the Property Control and Inventory Procedures Manual.
- Updates district DCMS inventory data base by means of district CSI online to central processing unit in Springfield for monthly reports of equipment purchases, monthly and annual listing of property, purchase orders, state contracts, electrical supply contracts; vendor catalogs and vendor card file.
- Performs these duties independently in the absence of the Supplies and Services Coordinator.

5%

4. Coordinates maintenance and repair of office copiers, calculators, typewriters, microfilm printers and fax machines.

- Serves as key operator of all bureau copiers (includes assisting operators in usage, clearing paper jams, filling dry ink, etc.)
- Resolves user and equipment problems.
- Contacts vendors and/or service person needs to be contacted for problem resolution and/or serviceman called out and directly contacts vendor in equipment problems and resolution.
- Operates counter function on engineering printer; reports monthly usage of bureau copiers and engineering printer.
- Adjusts supply levels as required.
- Verifies all operations are conducted in accordance with the appropriate manufacturers' operator manuals.
- Maintains records for all the above and for monthly reports.

**(Job Responsibilities continued)**

5%

5. Assists the Vehicle Coordinator with entering and verifying key punch data.

- Enters vehicle fuel and oil consumption, repairs, and preventative maintenance into the AMP data base system.
- Assigns motor pool vehicles to district staff.
- May perform these duties independently in the absence of the Vehicle Coordinator.

5%

6. As a relief operator, operates telephone console during breaks or absence of the regular operator.
  - Performs and/or assists in the process of receiving and distributing incoming mail and processes outgoing mail; and maintains mailroom equipment.

5%

7. Performs other duties as required or assigned which are reasonably within the scope of the enumerated above.

### **Knowledge, Skills, and Abilities**

1. Requires knowledge, skill and mental development equivalent to completion of four years of high school.
2. Requires two years' experience in keeping of stores and store records.
3. Requires knowledge of storeroom and warehouse procedures, inventory record keeping and controls.
4. Requires experience in the use of office equipment such as typewriters, duplicating machines, and computer terminals.

### **Conditions of Employment**

1. Requires valid Illinois driver's license.

### **Marketing Statement**

The Illinois Department of Transportation seeks to hire a Storekeeper for their District 3 Headquarters. This position coordinates the provision of goods and services to support the operation of the entire District 3 Headquarters, remote facilities of the Bureaus of Operations and Project Implementation, and numerous highway construction project locations. This position also manages the District 3 office storeroom and performs additional office management duties requiring independent decision-making.

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

**Work Location:** 700 E Norris Dr Ottawa, IL 61350-1628

**Office:** Office of Highways Project Implementation/Region 2/District 3/Administrative Services

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

**Job Function:** Clerical and Administrative Support; Transportation

**CANDIDATES MUST SUBMIT A SEPARATE BID FORM (as applicable) AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.**

### **APPLICATION INSTRUCTIONS**

**DO NOT APPLY ONLINE.**

Please submit application via email to: [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov)

#### **Current State Employees:**

- Seeking a Promotion – Submit an **Official Position Vacancy Bid Form** and **CMS-100B Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
  - Older versions of the **CMS-100B** will not be graded or returned to applicants.
  - Failure to complete and submit the new **CMS-100B** (version dated 9/2020 or after) will result in your application being rejected.
- Seeking a Transfer – Submit an **Official Position Vacancy Bid Form, Transfer Request, and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
  - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.

- Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.
- Seeking a Reduction - Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
  - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
  - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

**Former State Employees:**

- Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
  - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
  - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

**Non-State Employees:**

- Submit a **CMS-100 Employment Application** (version dated 9/2020 or after) and official college transcripts (where applicable) to the Agency Contact address listed above.
  - Documentation is required for each Posting/Bid ID or your application(s) will be rejected.
  - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.