

Job Title: TECHNICAL MANAGER II - PROCUREMENT TECHNICIAN - IPR#45794

Agency : Department of Transportation

Closing Date/Time: 08/15/2022

Salary: \$4190 - \$7315 monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

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

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement:

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

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.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

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 responsible for the planning, coordination, and execution of purchases necessary to satisfy the department's needs for supplies and services.

Purchase requisitions processed: 2000 annually

Value of commodities purchased: \$15,000,000

Types of commodities: All inclusive of IDOT's needs

This position reports to the Supplies and Services Unit Chief. There are no subordinates reporting to this position.

The incumbent is accountable for planning, coordinating, and executing the purchase of supplies and services requested by all Illinois Department of Transportation (IDOT) offices. The objective is to procure the most suitable products at the lowest cost from the most responsible provider. Adherence to rigid time schedules is crucial to award contracts in a timely fashion, ensure prompt delivery, and obtain market discounts. Types of commodities purchased include, but are not limited to, highway paints and maintenance materials, equipment repair parts, mechanical supplies, electrical supplies, shop and fabrication materials, personal protection items, wearing apparel, janitorial supplies, and small tools and hardware. The incumbent is responsible for defining and classifying items into appropriate procurement groupings based on the item's generic description, life expectancy, and/or dollar value.

Typical problems include the interpretation of the Illinois Procurement Code, Illinois Finance Act, Statewide Accounting Management Systems (SAMS), and the General Services Chief Procurement Officer's procurement rules. The greatest challenge in this position is to procure products from the most economical and reliable source while ensuring compliance with highly technical product specifications, procurement rules, laws, and regulations.

The incumbent establishes and ensures compliance with commodity purchasing schedules so that products are acquired to meet IDOT's seasonal needs, market conditions, and the timetables enacted by the Department of Central Management Services (CMS). S/He prepares purchase requisitions by completing the necessary data entry into the Illinois BidBuy system. The incumbent prepares bid documents, solicits bids, conducts bid openings, and recommends award for those purchases delegated to the department by CMS. The incumbent updates, modifies, and indexes product specifications to promote competitive bidding and the purchase of suitable products. The incumbent reviews bid tabulations, determines the lowest bidder in compliance with all stated requirements, and provides written recommendations for contract awards to CMS. S/He prepares and distributes contract documents, monitors contract compliance, and acts as the agency liaison with contract

(Job Responsibilities continued)

vendors. S/He prepares reports regarding the status of various procurement activities. The incumbent acts as liaison with CMS personnel who regulate IDOT purchases of commodities and commercial printing.

The incumbent has general latitude to make decisions regarding routine job duties, however, decisions regarding major deviations from established procedures must be made in conjunction with the Supplies and Services Unit Chief. The incumbent notifies the Supplies and Services Unit Chief of problems in the procurement system and helps formulate and implement corrective action. The incumbent works within the provision of the Illinois Procurement Code, Illinois Finance Act, SAMS, General Services Chief Procurement Officer's administrative rules, departmental policies, and sound business practices.

Internally, the incumbent is in frequent contact with all the IDOT staff. Externally, the incumbent is in contact with CMS, 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. Infrequent statewide travel with overnight stays may be required for the training of end-users.

The effectiveness of this position can be measured by the implementation of a uniform IDOT procurement program that complies with all applicable purchasing laws while providing quality goods and materials necessary for the accomplishment of the IDOT's goals and objectives.

Principal Accountabilities

1. Processes requisitions for the procurement of supplies and services in a timely fashion ensuring the purchase of the lowest cost product from the most responsible source.
2. Interprets the Illinois Procurement Code and related rules to make sure the department's procurement activities are performed in compliance with all governing regulations including the IDOT policies.
3. Prepares and indexes technical specifications in accordance with federal, state, and/or manufacturer standards, as well as departmental needs.
4. Develops and implements procurement schedules to meet seasonal needs, market conditions, and CMS timetables promoting the prompt delivery of supplies and services.

5. Monitors procurement activities to ensure bids are awarded, products delivered and inspected, and obligations established to promote timely payment.
6. Prepares bid documents, solicits bids, conducts bid openings, and recommends award for those purchases delegated to the department by CMS.
7. Acts as liaison with CMS, IDOT offices, and vendors for matters related to the purchase of commodities and commercial printing.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Completion of a bachelor's degree majoring in business, economics, statistics or public administration, OR
 - Completion of two years of college PLUS one year of experience working with procurement programs and/or processes, researching data, compiling reports, or a combination thereof; OR
 - Five years of experience working with procurement programs and/or processes, researching data, compiling reports, or a combination thereof
- Valid driver's license
- Infrequent statewide travel with overnight stays

Position Desirables

- Ability to plan, organize, and meet deadlines
- Working knowledge of Microsoft Office Suite, including Word and Excel
- Ability to research information to ensure products are purchased from the most economical and reliable source
- Knowledge of the Illinois Procurement Code
- Ability to write reports and recommendations
- Ability to maintain harmonious relationships with diverse groups of people

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

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Work Office: Office of Finance and Administration, Bureau of Business Services

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

Job Family: Transportation

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com