

Job Title: TECHNICAL MANAGER III - SENIOR PROCUREMENT TECHNICIAN - IPR#45795

Agency : Department of Transportation

Closing Date/Time: 08/16/2022

Salary: \$4765 - \$8295 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 Senior 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 accountable for the planning, coordination, and execution of purchases necessary to satisfy departmental needs for supplies and services. In addition, the incumbent is accountable for processing real estate space requests for the department and coordinating the approval process with the end-users and Central Management Services (CMS).

Purchase requisitions processed: 3,000 annually

Estimated value of supplies and services purchased: \$15,000,000 annually

Real estate space requests processed: 25 annually (inclusive of all needs)
Invitation for Bids (IFB) processed: 30 - 40 annually
Contracts developed/reviewed: 100 - 125 annually
Sole source contracts created or reviewed: 1 - 5 annually
Small purchase contracts created or reviewed: Types of supplies and services: 50 - 75 annually
Types of supplies and services: Inclusive of all 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 various supplies and services requested by all department offices. The objective is to procure the most suitable supplies and services at the lowest cost from the most responsible vendor. Adherence to rigid time schedules is crucial to award contracts in a timely fashion, ensure prompt delivery, and obtain market discounts. Types of supplies 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, heavy equipment, small tools, and hardware. The incumbent also coordinates with CMS on the purchase of commercial printing for a variety of special forms, decals, booklets, and brochures, as well as paper and other in-house printing supplies. The types of services procured will vary in scope and may include the development of master contracts. The incumbent is also responsible for processing real estate space requests for the department and coordinating the approval process with the end-users and CMS.

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 to the incumbent 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 purchasing schedules so that supplies and services are acquired to meet the Illinois Department of Transportation's (IDOT) seasonal needs, market conditions, and timetables.

(Job Responsibilities continued)

S/He assists all IDOT offices in preparing, processing, and submitting requisitions for the State Procurement Officer (SPO), CMS, and Governor's Office of Management and Budget (GOMB) approval (when applicable).

The incumbent processes purchase requisitions and release orders by completing the necessary data entry into BidBuy. S/He prepares bid documents, solicits bids, conducts bid openings, and recommends award for those purchases delegated to IDOT. The incumbent reviews bid tabulations, determines the lowest bidder in compliance with all stated requirements, and provides written recommendation for contract awards. S/He prepares and processes contract documents for execution and acts as IDOT's liaison with end-users and contract vendors. The incumbent notifies the Supplies and Services Unit Chief of problems encountered in the procurement system and helps formulate and implement corrective action. S/He prepares reports regarding the status of various procurement activities. The incumbent is required to act as a liaison with CMS personnel who regulate IDOT purchases of supplies, services, and commercial printing. S/He prepares real estate space requests in coordination with the end-users and CMS.

The incumbent must work within the provisions of the Illinois Procurement Code, Illinois Finance Act, SAMS, General Services Chief Procurement Officer's administrative rules, IDOT policies, and sound business practices. The incumbent has the 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 and the Procurement and Contracts Section Chief.

This position is in frequent contact with all IDOT offices. Outside contacts include 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. Occasional statewide travel with overnight stays may be required.

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 supplies and services necessary for the accomplishment of IDOT's goals and objectives.

Principal Accountabilities

1. Processes requisitions and releases orders in BidBuy for the procurement of supplies in a timely fashion ensuring the purchase of the lowest cost product from the most responsible source.
2. Coordinates the procurement of commercial printing with end-users and CMS.
3. Prepares and assists other IDOT staff in the preparation of requisitions.
4. Processes and submits requisitions for the SPO, CMS, and GOMB (when applicable) approval.
5. Processes requests for the procurement of services in a timely fashion ensuring the lowest cost from the most responsible source.
6. Interprets the Illinois Procurement Code and related rules to ensure the department's procurement activities are performed in compliance with all governing regulations including IDOT policies.
7. Develops and implements procurement schedules to meet IDOT seasonal needs, market conditions, and timetables promoting the prompt delivery of supplies, services, and commercial printing.
8. Monitors procurement activities to ensure bids are awarded, services are rendered, products are delivered and inspected, and obligations are established to promote timely payment.
9. Prepares bid documents, solicits bids, conducts bid openings, and recommends award for those purchases delegated to IDOT by CMS.
10. Acts as a liaison with CMS, IDOT offices, and vendors for matters related to the procurement of supplies and services.
11. Prepares real estate space requests in coordination with the end-users and CMS.
12. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
13. 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 two years of experience in procuring supplies and services, working with procurement programs and/or processes, monitoring contract compliance, researching data, preparing documents for bid, or a combination thereof; OR
 - Six years of experience in procuring supplies and services, working with procurement programs and/or processes, monitoring contract compliance, researching data, preparing documents for bid, or a combination thereof
- Valid driver's license
- Occasional statewide travel with overnight stays

Position Desirables

- Working knowledge of Microsoft Office Suite, including Word and Excel
- Knowledge of the Illinois Procurement Code
- Familiarity with BidBuy
- Ability to organize and handle multiple functions within given time constraints
- Ability to maintain professional and harmonious relationships with departmental staff and vendors
- Strong oral and written communication skills

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