

Job Title: TECHNICAL MANAGER IV - PROCUREMENT SPECIALIST - IPR#45867

Agency : Department of Transportation

Closing Date/Time: 08/15/2022

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

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 2

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 Specialist.

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 managing complex individual non-architectural/engineering professional service procurements from the determination of a need for professional services through final contract/agreement execution by executive staff. This position is responsible for developing and reviewing complex Requests for

Proposals (RFPs), Invitations for Bids (IFBs), and other procurement mechanisms such as sole source and small purchase contracts.

RFPs developed/reviewed:	15 – 20 annually
IFBs developed/reviewed:	5 – 10 annually
Requests for Information (RFIs) developed/reviewed:	1 – 3 annually
Sole source contracts created/reviewed:	1 – 5 annually
Small purchase contracts created/reviewed:	5 – 10 annually
Intergovernmental/interagency agreements developed/reviewed:	1 – 5 annually
Contracts developed/reviewed:	25 – 50 annually

This position reports to the Professional Services Unit Chief. There are no subordinates reporting to this position. This position is responsible for managing the procurement of a wide variety of complex nonarchitectural/engineering professional services. The procurements managed by this position will have a direct impact on the successful completion of sensitive and critical departmental functions and programs, either immediately or in the long term. This position is unique in that the procurement activities assigned can encompass all areas and activities of the department. To ensure the timely execution of lawful and effective service procurements, this position acts in an advisory capacity to the Professional Services Unit Chief and Procurement Section Chief, as well as the Bureau Chief of Business Services, deputy directors, and Director of Finance and Administration.

The greatest challenge in this position is developing and managing multiple professional service procurements simultaneously. Typical problems involve effective time management, management of multiple priorities, and acquisition of information from activities while complying with the documentation requirements of the Illinois Procurement Code and procurement rules established by Central Management Services (CMS) and the Chief Procurement Office (CPO).

(Job Responsibilities continued)

The incumbent prepares complex RFPs, IFBs, and RFIs with the originating office. The incumbent conducts public openings of proposals received in response to an RFP/IFB/RFI. S/He manages complex procurements by planning and organizing the activities of management personnel assigned to the consultant selection committee. The incumbent prepares recommendations for executive staff regarding procurement awards and contract terms for complex procurements and prepares complicated contract documents in conjunction with the originating office. S/He ensures all procurement activities are conducted in accordance with the Illinois Procurement Code and CMS procurement rules. For assigned procurements the incumbent facilitates the timely website publication of procurement business cases, procurement solicitations, and contract award notices in appropriate electronic format as required by the CPO. S/He coordinates with the originating office to facilitate communication during the process, making changes in documents as needed, and for subsequent executive approval. S/He reviews proposed changes in procurement laws and rules to determine the impact of revisions and recommends procedural changes to ensure compliance. S/He will keep the Professional Services Unit Chief advised of the status of all assigned projects, unusual obstacles involved or encountered, and additional resources required to complete any assignment. The incumbent manages staff on a project by project basis and shall frequently act as a team leader to direct the activities of personnel requiring professional services procurements.

The incumbent accomplishes his/her accountabilities independently, or as a team member with other Professional Services Unit staff and/or requesting office personnel. S/He plans, processes, and facilitates awarding of complex procurements therefore referring new and/or sensitive issues to the Professional Services Unit Chief for final resolution. The incumbent's activities are governed by the Illinois Procurement Code, CMS procurement rules, and by departmental rules and regulations.

Internal contacts include all levels of departmental technical and managerial personnel, including frequent contact with bureau chiefs, deputy directors, and the Director of Finance and Administration to obtain information necessary to carry out procurement assignments. Team participation within the Professional Services Unit is critical for successful fulfillment of duties assigned. External contacts include vendors providing professional services, current and former clients of potential vendors, and CMS procurement staff. Occasional statewide travel with overnight stays is required.

The effectiveness of this position can be measured by the timely and effective procurement of complex professional services and the successful completion of related departmental programs.

Principal Accountabilities

1. Prepares complex RFP, IFB and RFI solicitations and conducts public proposal openings to procure various professional services with the assistance of the originating office.
2. Develops reasonable recommendations for professional services procurements and presents recommendations to management for review and implementation.
3. Ensures effective procurement of professional services by researching relevant issues through positive contact with department staff, procurement customers, and private vendors.
4. Develops appropriate scopes of service, proposed compensation format, and selection criteria to promote effective procurements.
5. Plans and organizes the activities of procurement selection committees to ensure timely vendor selection, contract award, and execution.
6. Reviews proposals, bids, contracts/agreements annually to verify accuracy and ensure compliance with departmental rules, the Illinois Procurement Code, and CMS procurement rules governing professional services procurements.
7. Ensures department compliance with governing procurement laws and coordinates analysis of state and federal legislative initiatives impacting professional services procurements.
8. Manages staff on a project by project basis and shall frequently act as a team leader to direct the activities of personnel requiring professional services procurements.
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, economics, statistics, accounting, marketing, public finance, or public administration, plus two years of experience with nonarchitectural/ engineering professional service procurement programs RFPs, IFBs, RFIs, small purchases, sole sources, and emergencies, or a combination thereof; OR
 - Eight years of experience with non-architectural/engineering professional service procurement programs RFPs, IFBs, RFIs, small purchases, sole sources, and emergencies, or a combination thereof
- Valid driver's license
- Occasional statewide travel with overnight stays

Position Desirables

- Working knowledge of the e-procurement system BidBuy
- Familiarity with maintaining records in databases and with the use of complex reports and reporting operations
- Strong oral and written communication skills
- Detail-oriented and well-organized with the ability to work on multiple tasks simultaneously
- Ability to maintain harmonious relationships with employees, agency officials, and the public

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

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

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