

Job Title: TECHNICAL MANAGER III - CONTRACT SPECIALIST - IPR#46161

Agency : Department of Transportation

Closing Date/Time: 01/24/2023

Salary: \$4,765 - \$8,295 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 Contract 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 directly accountable for the review and approval of all registering contractors for electronic bidding. This position provides managerial assistance and technical guidance and, under general supervision, assists in

planning, directing, coordinating, and controlling all interrelated activities necessary for the administration of the electronic bidding process. This position is responsible for answering questions from contractors through telephone help calls and Web email; maintaining the Vendor Portal, Bureau of Design and Environment (BDE) contractors list, and computer application support for the Integrated Contractors Exchange.

Annual lettings:	8 -10
Annual insurance documents received:	3,000 +/-
Value of contracts:	\$1 billion +/-
Annual bidding documents prepared:	1,200 +/-
Annual correspondence:	1,500 +/-
Annual contracts and bonds prepared:	2,400 +/-
Annual reports:	100 - 300
Annual contracts advertised and executed:	1,200 - 1,500

This position reports to the Chief Contract Official. There are no subordinates reporting to this position.

This position works in an environment that manages the electronic bidding process of departmental highway and bridge construction contracts. The incumbent provides technical assistance in coordinating the electronic bidding process and supervising the operation of the Vendor Portal administration application. Because of the volume of internal and external contacts, the incumbent should be tactful and use diplomacy, integrity, and mature judgment in accomplishing responsibilities. The incumbent should maintain a thorough knowledge of the state's applicable procurement laws, procedures, and regulations.

The greatest challenge of this position is moving numerous contracts through the required processes to meet strict statutory deadlines in a timely manner. Typical problems include administering the electronic bidding system for unfamiliar bidders/contractors and ensuring all required documentation is well-organized for contracts to be procured in a timely manner.

(Job Responsibilities continued)

The incumbent provides technical assistance in coordinating and controlling interrelated activities in the advertisement of departmental highway and bridge construction contracts for competitive bids. The incumbent processes form BDE 124 "Request for Authorization to Bid/or Not for Bid Status" in the Vendor Portal administration application. The incumbent assists with the contractors' liability insurance program for the department through constant contact with contractors, insurance companies, insurance agencies, Chief Counsel's office, central Bureau of Claims, district claims offices, central and district construction offices, and resident engineers. The incumbent reviews the low bid documentation prior to award of the contract and prepares the contracts and contract bonds for each contract prior to award. S/He assists the Chief Contract Official in preparing the official departmental advertisement. The incumbent assists in the operation of the Contract Letting Management (ELM) System for the Contracts office, and acts as liaison between the department and the ELM System for the Contracts office. S/He acts as liaison between the department and the construction industry by providing assistance to prequalified contractors having questions regarding bidding procedures. During the absence of the Chief Contract Official, Contract Official, and Senior Contract Specialist, the incumbent assumes the responsibilities for all bidding cycle functions. The incumbent assists the Chief Contract Official in the development of the Transportation Bulletin.

The incumbent is given general latitude to act independently in all day-to-day operational functions and initiate action necessary to resolve problems and to make independent decisions necessary to accomplish accountabilities. The incumbent seeks guidance through the Chief Contract Official, Bureau of Information Processing staff, and/or Chief Counsel's Office staff only in questionable issues regarding legality and departmental interpretation of policies and procedures.

The incumbent has internal contact with the Bureaus of Claims and Construction staff, Office of Chief Counsel's staff, and district office personnel. External contacts include contractors, material suppliers, insurance agency staff, legal authorities, and the public.

The effectiveness of this position can be measured by the timely preparation of bidding documents, contracts and contract bonds, letting lists, bidder's lists, not for bidders' lists, award, and reject reports for publication and contractors' award lists. Effectiveness is also measured by the continuity of insurance coverage on all active contracts and fulfillment of all deadlines associated with the department's electronic bidding process.

Principal Accountabilities

1. Supervises the Vendor Portal administration application operation for the Contracts sub-unit.
2. Provides guidance and technical assistance to bidders/contractors concerning the electronic bidding process.
3. Processes form BDE 124 "Request for Authorization to Bid/or Not for Bid Status" in the Vendor Portal administration application.
4. Assists in administering the contractors' liability insurance program and indemnifying the department throughout the life of each road and bridge construction contract while ensuring compliance with department requirements.
5. Assists in supervising the ELM System operation for the Contracts sub-unit.
6. Assists the Chief Contract Official in the development of the Transportation Bulletin.
7. Provides guidance and technical assistance to bidders/contractors concerning departmental rules, regulations, and procedures governing the electronic bidding process.
8. Assumes the responsibilities for all bidding cycle functions during the absence of the Chief Contract Official, Contract Official, and Senior Contract Specialist.
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

Positions Requirements

Education/Experience:

- Completion of a bachelor's degree in business, public administration, computer science, information technology, or management information systems; OR
- Completion of two years of college plus two years of experience managing and analyzing data, coordinating activities with multiple contacts, drafting and tracking correspondence, or a combination thereof; OR
- Six years of experience managing and analyzing data, coordinating activities with multiple contacts, drafting and tracking correspondence, or a combination thereof

Position Desirables

- Ability to maintain harmonious relationships with employees, agency officials, and the public
- Working knowledge of the department's letting process
- Effective oral and written communication skills
- Detail oriented and strong organizational skills
- Familiarity with maintaining records in databases and utilizing complex reports
- Ability to work on multiple tasks simultaneously
- Knowledge of and experience in software applications, specifically Access, Excel, Word, and PowerPoint

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

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

Office: Office of Highways Project Implementation/Bureau of Design and Environment

Agency Contact: DOT.CONTACTHR@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