

# Job Title: SENIOR PUBLIC SERVICE ADMINISTRATOR - ADMINISTRATIVE MANAGER - IPR#46614

**Agency:** Department of Transportation

**Closing Date/Time:** 05/25/2023

**Salary:** \$9,583 - \$10,417 Monthly

**Job Type:** Salaried Full Time

**County:** Cook

**Number of Vacancies:** 1

**Plan/BU:** Non-Union/At-Will

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

\*\*\*\*\***A RESUME IS REQUIRED FOR THIS JOB POSTING**\*\*\*\*\*

Please attach a **DETAILED Resume/Curriculum Vitae (CV)** to the **MY DOCUMENTS** section of your application. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

All applicants who want to be considered for IDOT positions **MUST** apply electronically through the [illinois.jobs2web.com](http://illinois.jobs2web.com) website.

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 an Administrative Manager.

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

30%

1. Serves as Administrative Manager for Region One, District One.
  - Develops and implements operating procedures to ensure compliance with all administrative policies and

procedures as set forth in the Departmental Orders Manual regarding personnel, business, and financial services.

- Interviews employees for management-level positions.
- Reviews and implements administrative policies and procedures.
- Reviews and represents the district on sensitive personnel matters such as grievances, Department of Human Rights hearings, and meeting with any of the various unions representing district employees to discuss and resolve sensitive labor issues
- Travels throughout the state.

20%

2. Develops and implements policy initiatives districtwide.
  - Writes policy interpretations for the Region One Engineer on personnel issues
  - Develops decision documents on administrative issues.
  - Provides support, counsel, and analysis to the Region One Engineer and the other bureau chiefs in administrative matters such as budget preparation, budget monitoring, personnel administration, and business/financial services.

15%

3. Serves as principal budget administrator for district operations.
  - Analyzes and develops information and presents to the Region One Engineer; develops the districts operating budget submittal.
  - Allocates and reallocates resources throughout the district based on current needs and emergency situations.
  - Approves transfers of funds.

10%

4. Oversees the repair and maintenance of the district office building and grounds.
  - Assigns space in the district office.
  - Procures and assigns district vehicles.

## **(Job Responsibilities continued)**

10%

5. Serves as full-line supervisor.
  - Assigns and reviews work
  - Approves time off
  - Provides guidance and training to assigned staff.
  - Adjusts first level grievances.
  - Effectively recommends and imposes discipline up to and including discharge
  - Completes and signs performance evaluations.
  - Establishes annual goals and objectives; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; determines and recommends staffing needs.

5%

6. Serves as spokesperson for the department to advocate departmental/district goals and objectives.
  - Conducts presentations related to the department's stance and all applicable laws involved in the program.

5%

7. Performs administrative duties as the Region One Engineer in his/her absence.

5%

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

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

### **Minimum Qualifications**

1. Requires knowledge, skill, and mental development equivalent to completion of four (4) years of college with courses in business or public administration, finance, public administration, or human resource management.
2. Requires prior experience equivalent to four (4) years of progressively responsible administrative experience in a public or business organization.
3. Requires thorough knowledge of the programs, activities, and operations of the department.
4. Requires a valid driver's license.

### **Preferred Qualifications**

1. Three (3) years of communicating policies, procedures, and directives to individuals at all levels
2. Three (3) years utilizing the department's automated Fiscal Operations Administration and the State-wide Accounting Management System
3. Three (3) years planning, organizing, and executing administrative or technical program requirements

### **Position Marketing Statement**

Subject to management approval, serves as Administrative Manager for Region One, District One. The incumbent is responsible for developing and implementing policy initiatives districtwide; serving as the principal budget administrator for district operations; implementing operating procedures to ensure compliance with all administrative policies and procedures; and providing support, counsel, and analysis on administrative matters.

**Work Hours:** 8:00 A.M. - 4:30 P.M. Monday-Friday

**Work Location:** 201 Center Ct Schaumburg, IL 60196-3169

**Office:** Office of Highways Project Implementation/Region 1/District 1/Bureau of Administrative Services

**Agency Contact:** [DOT.CONTACTHR@ILLINOIS.GOV](mailto:DOT.CONTACTHR@ILLINOIS.GOV)

**Job Family:** Transportation; Employee Services; Fiscal, Finance & Procurement; Leadership & Management

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](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)