



**CURRENT EMPLOYMENT OPPORTUNITIES
QUALIFICATION SHEET**

**This position is currently vacant within the Tollway.
The Human Resources Section will accept applications, with resumes from:**

February 8, 2012 until February 23, 2012

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>SALARY</u>
Procurement	Executive Secretary	\$35,000.00 - \$45,000.00 (G-11)

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

Internal Applicants who are current employees must have worked in their current position long enough to pass probation to be eligible to apply for the position. In addition, applicants are also subjected to an internal investigation which includes an evaluation of their time and attendance records (including late starts and early quits) for the preceding 12 months, work record, safety and discipline records and their performance assessments.

EDUCATION:

- High school graduate or GED equivalent is required. Some college is desirable.

EXPERIENCE:

- Five (5) years previous Secretarial experience is required.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Previous business experience is desired.
- Excellent interpersonal skills are required.
- Excellent oral and written skills are required.
- Excellent organizational skills are required.
- Due to the highly confidential nature of the position, the incumbent must be trustworthy and dedicated to demonstrating the utmost discretion and confidentiality regarding the Tollway's standard operating process and procedures.
- Incumbent must have the ability to pass a typing test at sixty (60) WPM in order to qualify for an interview.

Applicants interested in applying for this position can apply in person at our [Downers Grove Office](#) located at 2700 Ogden Ave. between the hours of 8:00 a.m. to 4:30 p.m. Monday through Friday. Applications can also be printed out by clicking on the [Application link](#) and mailed to:

Illinois Tollway – Human Resources
2700 Ogden Ave.
Downers Grove, IL, 60515

All applications must be received by the application deadline indicated on the qualification sheet or Internet site.

Executive Secretary (Procurement) Position Description

POSITION PURPOSE:

Provides highly confidential and efficient organization to the routine and detail of the Chief of Procurement, who manages the Procurement and Warehouse process for the Tollway. Augments the efficiency and capability of the Chief of Procurement's office in the performance of responsibilities pertinent to the Tollway's operation of a toll highway in Illinois.

NATURE AND SCOPE:

The Executive Secretary reports directly to the Chief of Procurement as does the Procurement and Warehouse Manager. The Chief of Procurement, in turn, reports directly to the Executive Director. The incumbent prepares reports, documents, correspondence, etc., through drafts, dictation, typing and the use of computers, often of a confidential nature. The incumbent handles the Chief's confidential and general mail, calendar, telephone calls, department and personal supplies, filing and follow-up on various matters as assigned. In this position, the incumbent may assume a nearly quasi administrative assistant role in certain matters through the actions of coordinating, organizing and amicably resolving demands made on the office by both internal and external petitions.

The incumbent's work is directed in that the goal, objective, or end-product is the accomplishment of a definite or specific task such as producing a report, typing correspondence, or attending to general office routine. The specific method of completing a task is not always given, giving the incumbent some latitude in prioritizing, recruiting assistance, and selecting a means or method to accomplish a specific task or assignment. In addition, the incumbent makes determinations on important and sometimes confidential problems which involve established policies, procedures and programs.

This position reviews and collates material into a consolidated form or packet for the review, discussion, or action of others, including materials reviewed by the Tollway's Board of Directors. It is the responsibility of the incumbent to determine the submittals for inclusion into these packets are timely and accurate and completed in the appropriate format to ensure that the subsequent disposition of the package is accomplished.

The incumbent operates with a fair amount of independence. Representative functions include sending letters to the assigned CMS buyer and requesting award to the lowest bid vendor. Requests for any emergency affidavits for the Tollway also requires that the incumbent send letters to the Director of CMS and Auditor General informing them of the Tollway's reason and dollar amount.

The incumbent has been given the responsibility of Timekeeper for Procurement Services, which is to keep abreast of the entire department's time such as, sick, personal and vacation time, including access to confidential employee information.

REQUIREMENTS:

High school graduate or GED equivalent is required. Some college is desirable. Five (5) years previous Secretarial experience is required. Previous business experience is desired. Excellent interpersonal skills are required. Must be extremely organized. Excellent oral and written skills are required. Excellent

REQUIREMENTS CONTINUED

organizational skills are required. Due to the highly confidential nature of the position and the level of interaction with the Tollway's most senior staff, the incumbent must be trustworthy and dedicated to demonstrating the utmost discretion and confidentiality regarding the Tollway's standard operating process and procedures. Familiarity with procurement is desirable. Incumbent must have the ability to pass a typing test at sixty (60) WPM in order to qualify for an interview.

PRINCIPLE ACCOUNTABILITIES:

1. Prepares monthly Board agendas that are to be put into an Adobe format in order for the Administrative Manager to the Board to complete his/her preparation.
2. Prepares correspondence for the Chief of Procurement and for personnel within Procurement Services.
3. Maintains the appointment calendar within the established guidelines of the Chief of Procurement.
4. Monitors and directs telephone calls, inquiries and other correspondence so that a prioritization and final direction is accomplished.
5. Acts as timekeeper for Procurement Services department.
6. Handles incoming mail, prioritizing by importance, as well as preparing outgoing mail.
7. Handles the arrangements for any seminars or conferences that personnel may be assigned to attend.
8. Processes check requests for expense accounts, seminars and other miscellaneous expenses for personnel.
9. Follows up, as necessary, both routine and assigned duties, to ensure the efficiency of the department.
10. Other duties as assigned.