



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

CAREER OPPORTUNITY
NOTICE OF VACANT POSITION

Position Title: Public Service Administrator
Division: Operations
Section: Information Technology
Unit: Product Management

Full-Time: Monday -Friday
Salary: \$55,000 - \$90,000
Union: Non-Bargaining/Merit Compensation
Posting Number: 22-029

Description on Duties/Essential Functions:

Under administrative direction creates, develops, and administers training for internal and external users for Microsoft O365 applications and IOC applications; reviews changes to O365 and IOC applications and collaborates with colleagues to develop training; aligns training across IOC departments to ensure consistency and clarity; seeks out new ways to complete training in engaging and innovative ways; advises IOC directors and team leads in best practices and supports training development as appropriate.

Education and Experience:

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in adult learning or education, training development, information technology, human development and three years of professional experience in a public or private organization including extensive PC use and experience in the preparation, presentation, and distribution of training materials or any equivalent combination of training and experience.

Work Location:

Illinois Office of the Comptroller
325 West Adams Street
Springfield, IL 62704

OR

Illinois Office of Comptroller
555 W. Monroe Street
1400S-A
Chicago, IL 60661

How to Apply:

Submit a completed Illinois Office of Comptroller application, along with copies of college transcripts, to the address listed below by the closing date. Applications can be found on Illinois State Comptroller Susana A. Mendoza's website, <http://illinoiscomptroller.gov/employment/>.

A detailed resume may be included but should not replace the application. No other applications, including the "CMS100" will be accepted. Completed and *signed* applications should be mailed or emailed to:

IL Office of Comptroller
Office of Human Resources
incoming@Illinoiscomptroller.gov
325 West Adams
Springfield, IL 62704

Last date to apply: Continuous Posting