



**SUSANA A. MENDOZA**  
ILLINOIS STATE COMPTROLLER

**CAREER OPPORTUNITY**  
**NOTICE OF VACANT POSITION**

**Position Title: Public Service Administrator - IT**  
**Division: Operations**  
**Section: May Vary**  
**Unit: Product Management**

**Full-Time**  
**Salary: \$55,000 - \$90,000**  
**Union: Non-Union/Merit Compensation**  
**Posting Number: 20-027**

**Description on Duties/Essential Functions:** Under general direction, provides project management support for assigned projects; assists in the development and implementation of new and revised policies and procedures; develops and tracks project plans and schedules; creates various reports, reviews and evaluates the progress of projects and updates action items to ensure Leadership initiatives are being carried out; develops and/or updates training materials; conducts training on new projects and programs; conducts research; trains and evaluates staff including corrective action/discipline as may be necessary; may perform assignments that are highly sensitive or confidential in nature.

**Education and Experience:** Requires knowledge, skill and mental development equivalent to completion of four (4) years of college with course work in Computer Science, Information Technology or directly related fields to this position which may include Business or Public Administration; requires three years of progressively responsible experience in a public or business organization; directly related experience with IT, project management or technical writing is of added benefit.

**Work Location:**  
Illinois Office of Comptroller  
325 West Adams Street  
Springfield, IL 62704

**How to Apply:**  
Applicants will be graded based on education and experience. Applicants must submit the **Illinois Office of Comptroller application** by the closing date of this posting. Applications can be found on the Comptroller's website, <http://illinoiscomptroller.gov/employment/>. A detailed resume may also be attached but should not replace the application.

**No other applications, including the "CMS100," will be accepted.** Completed and signed applications may be mailed or emailed to:

Michele Cusumano  
[Michele.Cusumano@IllinoisComptroller.gov](mailto:Michele.Cusumano@IllinoisComptroller.gov)  
Human Resources  
IL Office of Comptroller  
325 West Adams  
Springfield, IL 62704

**Last date to apply: October 9, 2020**

**The Illinois Office of Comptroller is an Equal Opportunity Employer.**