



STATE OF ILLINOIS
COMPTROLLER
SUSANA A. MENDOZA

**CAREER OPPORTUNITY
NOTICE OF VACANT POSITION**

Position Title: Public Service Administrator
Division: Information Technology
Section: Applications Development
Unit: Applications/Program Development

Full-Time
Salary: \$50,000 - \$89,779
Union: Non-Bargaining/Merit Comp
Posting Number: 18-035

Description on Duties/Essential Functions:

Under administrative direction from the Senior Public Service Administrator – Senior IT Project Manager, this position will assist in the oversight of a collection of application development projects with complex architectures that support the operations of the Office of the Comptroller. The potential scope of these projects includes implementing a new Statewide Payroll System and Statewide Accounting Management System along with the ongoing maintenance once implemented. The position will be responsible for assisting in the management of a multidisciplinary team that incorporates both employees and contractors. He or she will assist on all aspects of the assigned program, including budget.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in Computer Science, Business Administration, Public Administration, Information Systems, Accounting, Mathematics, Engineering or related field.

Requires three or more years of progressively responsible administrative experience in IT Program Management experience.

Work Location/Hours:

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

How to Apply:

Applications can be found on the Comptroller's website, <http://illinoiscomptroller.gov/employment/> or by visiting the Office of the Comptroller, 325 West Adams, Springfield, IL 62704.

Applicants must submit the **Comptroller's application** by the closing date of this posting in order to be considered for this position. (The Office of the Comptroller *may* consider the results of the **Public Service Administrator, Option 3** examination or similar title, administered by the Department of Central Management Services for this position.) A detailed resume may also be attached.

No other applications (including the CMS100) will be accepted. Complete applications (with any applicable grade notice) should be submitted to:

Michele Cusumano
Human Resources
IL Office of the Comptroller
325 West Adams,
Springfield, IL 62704

Last date to apply: Continuous