

Job Title: EXECUTIVE I - 1385100

Agency: Department of Commerce and Economic Opportunity

Closing Date/Time: 11/15/2022

Salary: \$4,982.00 - \$7,369.00 Anticipated Monthly Starting Salary

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: RC062

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors employee career portal.**

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Posting Identification Number #20567

About the Position

The Executive 1 position works with grant managers and the 35 grantees throughout Illinois to give training and technical assistance on monitoring, grants, modifications, regarding Community Assistance Block Grant activities in the Office of Community Assistance. The ideal candidate would have a working knowledge of this program and be able to advise grant managers and agencies to assist in the operation of the local agency. With a budget of over \$35 million Community Assistance Block Grant helps local agencies assist residents with low income through case management to help families rise out of poverty. We welcome motivated and interested candidates to apply.

Job Responsibilities

- 1. Establishes programmatic evaluation tools and procedures for the Community Services Block Grant program for the implementation of grants, modifications, and monitoring reviews performance measures.**
- 2. Assists in the development of plans and reporting for the Community Services Block Grant program.**
- 3. Serves as the primary grant manager on discretionary grant projects and other grants as needed.**
- 4. Develops and aligns program operations and procedures manual to ensure consistency and continuity among state staff and/or grantees on program requirements.**
- 5. Acts as liaison to and coordinates with appropriate staff within OCA, DCEO, and other organizations to include local, state, and federal levels.**
- 6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated.**

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to four (4) years of college, preferably with coursework in business or public administration, economics and sociology.
2. Requires one (1) year of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program.

Preferred Qualifications

1. Prefers proficiency in computer software including Excel, SharePoint, and Word.
2. Prefers Master's Degree
3. Prefers at least one year of experience with the Community Services Block Grant Program.

Conditions of Employment

1. Requires a valid driver's license.
2. Requires the ability to travel with some overnight stays.
3. Requires completion of ROMA 101 Certification

About the Agency

The mission of the Illinois Department of Commerce and Economic Opportunity is to support and maintain a climate that enables a strong economy for our customers - taxpayers, businesses, workers, and communities - by keeping, attracting, and growing businesses, maintaining a skilled workforce, and enhancing communities so that the climate here is one which businesses, small and large, and workers, can succeed to the greatest extent possible. The Illinois Department of Commerce delivers impactful and efficient programs and services through focused on business, community, and workforce development.

Work Hours: MONDAY - FRIDAY 8:30 AM - 5:00 PM

Work Location: OFFICE OF COMMUNITY ASSISTANCE 607 E Adams St Springfield, IL 62701-1634

Agency Contact: CEO.HR@illinois.gov (**FOR INQUIRIES ONLY – INTERESTED APPLICANTS MUST APPLY ONLINE**)

Job Family: Administration/Management

This position [DOES NOT] contain "Specialized Skills" (as that term is used in CBAs).