



ILLINOIS POWER AGENCY

Anthony M. Star, Director

September 15, 2015

Illinois Power Agency

Seeks

Office Administrator

The Illinois Power Agency is seeking an Office Administrator. Please see the attached job description for more information on the duties of the position and the qualifications required.

The Illinois Power Agency is a dynamic and growing state agency with responsibility for the planning and implementation of procurement of electricity, renewable energy, and energy efficiency for the state's electric utilities. For more information on the Illinois Power Agency, please see: www.illinois.gov/ipa.

To apply, please send a cover letter, resume, salary history, and three professional references to:

Anthony Star
Director
Illinois Power Agency
160 North LaSalle Street, Suite C-504
Chicago, Illinois 60601

Anthony.Star@Illinois.gov

Salary commensurate with qualifications and experience.

No phone calls please.

The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.

160 North LaSalle Street, Suite C-504, Chicago, Illinois 60601

1. POSITION TITLE		2. AGENCY		3. WORK COUNTY	4. POSITION NUMBER
Existing Position Office Administrator		Illinois Power Agency		16	
New/Revised Position					
5. WORK LOCATION			6. TERM CODE		7. EFFECTIVE DATE
Existing Position Chicago					<input checked="" type="checkbox"/> ESTABLISH <input type="checkbox"/> CLARIFY <input type="checkbox"/> ABOLISH
New/Revised Position					9/15/15
% OF TIME	8. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS				
65%	<p>Responsibilities: Reporting to the Agency CFO, the Office Administrator will coordinate and manage the day-to-day activities related to recordkeeping, billing, personnel, contract administration and logistics within the Agency.</p> <ul style="list-style-type: none"> • Agency business and financial: <ul style="list-style-type: none"> ○ Provide administrative support: <ul style="list-style-type: none"> ▪ Organize and maintain IPA filing systems. ▪ Sort and deliver incoming mail. ▪ Respond to general inquiries from internal and external sources. ▪ Act as liaison in working with other Agencies including the Illinois Office of the Comptroller and Central Management Services. ▪ Assist IPA staff in the preparation of notices, letters and memorandums. ▪ Greet visitors and answer main phone. ○ Function as Human Resources Manager and Payroll Officer: <ul style="list-style-type: none"> ▪ Oversee and maintain personnel files. ▪ Coordinate employee benefits. ▪ Oversee and monitor timekeeping records. ▪ Prepare payroll vouchers for processing via Central Management Services (CMS) Central Payroll. ▪ Process travel requests and reimbursement vouchers. ○ Maintain Accounts Receivable and Payable: <ul style="list-style-type: none"> ▪ Process invoices and corresponding vouchers for payment. ▪ Communicate with vendors. ▪ Prepare receipt deposit transmittals. ○ Assist with Agency cash management process: <ul style="list-style-type: none"> ▪ Prepare bank deposits and assist the CFO with corresponding accounting and related reporting procedures. ○ Agency inventory management: <ul style="list-style-type: none"> ▪ Maintain master inventory list and related procedures for total value of IPA inventoried property (i.e. assets/equipment). ▪ Coordinate with CMS Telecom for the organization, access, utilization, and invoicing of telephone systems and computer systems/applications for IPA staff. ▪ Assist the IPA IT Coordinator and CMS Information Technology (IT) for the organization, deployment, access, utilization and invoicing of all IT systems utilized by IPA staff. ○ Generate required reports and information for annual audit, accounting, and regulatory compliance. 				

25%	Responsibilities (continued): <ul style="list-style-type: none"> • Agency contract administration: <ul style="list-style-type: none"> ○ Administer and manage Agency contracts, including monitoring, and compliance. ○ Maintain and manage Agency electronic and physical contract files (including copies of contracts, all correspondence, invoices, changes/modifications/amendments, payment schedules, and other supporting documentation). ○ Track, and ensure compliance with, contract task orders, deliverables, and deadlines. ○ Confer with Agency management, contractors, and other State entities as needed concerning contract payment and compliance requirements. ○ Develop, prepare, and distribute regular reports on the status of all Agency contracts. 		
10%	<ul style="list-style-type: none"> • Other duties/tasks: <ul style="list-style-type: none"> ○ Conduct special projects as assigned by the Director. ○ Perform other duties as required or assigned by the senior management team. 		
IMMEDIATE SUPERVISOR SIGNATURE		DIRECTOR SIGNATURE	DATE

9. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Chief Financial Officer

10. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR

List position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies

11. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION.

- Education:**
- Bachelor's degree, preferably with courses in Business or Public Administration.
- Experience and desired qualifications:**
- At least (3) to five (5) years of related Office Administrator experience.
 - State Government experience strongly preferred.
 - Proficiency with Microsoft Word and Excel.
 - Experience with QuickBooks or other accounting software preferred.
 - Prior experience with state government contract administration (preferred).
 - Strong organizational skills.
 - Excellent written/oral communication skills and interpersonal skills.
 - Ability to establish and maintain effective internal and external working relationships including Agency third-party contract entities, employees in other State agencies, departments, and commissions.
 - Knowledge of the energy/utility industry desirable but not required.
 - Quick learner with the ability to adapt to changing priorities in a dynamic entrepreneurial office environment.
 - Stable work history.