



State of Illinois

Job Opportunities

<http://work.illinois.gov>

Job Title: **Executive II - Opt B1**
 Agency: **Natural Resources**
 Closing Date/Time: **Thu. 01/17/19 5:00 PM Central Time**
 Salary: **\$4,873.00 - \$7,392.00 monthly**
 Job Type: **Full-Time**
 Location: **Sangamon County, Illinois**
 Number of Vacancies: **1**
 Plan/BU: **RC062**
 Bid ID#: **12-05-5668**

[Print Job Information](#) |

Description of Duties/Essential Functions	
Benefits	Supplemental Questions
<p>Under general direction, performs a variety of professional tasks in the administration of the state-wide Certified Local Government programs and the Property Tax Assessment Freeze programs; acts as grants manager of historic preservation projects for local governments; provides technical assistance to local governments in developing local historic preservation programs; represents the Agency with various Federal, State and Local agencies and organizations</p>	
<p>Minimum Requirements:</p> <p>Requires knowledge, skill, and mental development equivalent to a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus at least two years of full-time experience in research, writing, teaching, interpretation of other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institutions. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of the functions of State government and of the character of relationships between the executive branch with other branches, and between the state and higher and lower levels of government. Requires the ability to develop and manage a small agency function program, to analyze administrative problems and adopt</p>	

an effective course of action, to exercise judgment and discretion in developing, implementation and interpreting department policies and procedures.

Work Hours & Location/Agency Contact:

WORK HOURS

Monday – Friday, 8:00 am - 4:30 pm, 1-hour lunch,
Saturday & Sunday off

WORK LOCATION

#1 Old State Capitol Plaza
Springfield, IL (Sangamon County)

WHERE TO APPLY

Department of Natural Resources
Attn: Bob Appleman
One Natural Resources Way
Springfield, IL, 62702
Phone: 217-785-4828

CURRENT STATE EMPLOYEES: Submit an Official Position Vacancy Bid Form and new version of the CMS 100 Employment Application to the Agency Contact address listed above. Applicant must be deemed qualified or have submitted a promotional application to CMS to receive a qualifying grade PRIOR to the closing of the posting period. Application is required for each posting/bid ID or your bid will be rejected. If you are a current State employee wishing to transfer, you must submit an Employee Transfer Request and Bid Form along with the CMS 100 Employment Application. If no Employee Transfer Request form is submitted, you will not be considered for the position.

FORMER STATE EMPLOYEES: Submit an Official Position Vacancy Bid Form and new version of the CMS 100 Employment Application to the Agency Contact address listed.

NON-STATE EMPLOYEES: PLEASE SEE INFORMATION BELOW FOR INSTRUCTIONS ON HOW TO APPLY. DO NOT APPLY DIRECTLY TO THIS AGENCY.

How to Apply:

[Click Here for Applicant Information and Grading Procedures](#)

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please

refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Additional Documentation for Executive II:

Option B1 - Dept Natural Resources

[Class Specification](#)

[Additional Title and Exam Information](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.

<