



State of Illinois

Job Opportunities

<http://work.illinois.gov>

Job Title: **Executive I - Opt B1**
 Agency: **Natural Resources**
 Closing Date/Time: **Thu. 01/17/19 5:00 PM Central Time**
 Salary: **\$4,377.00 - \$6,581.00 monthly**
 Job Type: **Full-Time**
 Location: **Sangamon County, Illinois**
 Number of Vacancies: **1**
 Plan/BU: **RC062**
 Bid ID#: **12-41-5669**

[Print Job Information](#) |

Description of Duties/Essential Functions	
Benefits	Supplemental Questions
<p>Under direction, organizes, plans, executes and evaluates statewide compliance with provision of the federally mandated Section 106 Review and compliance Program of the national Historic Preservation Act related to historic structures; confer with management on planning, development, integration and implementation of program needs; implements procedures and guidelines associated with the program; serves as a statewide liaison on program issues.</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 3 years of full-time administrative 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 admin. 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</p>	

manage a small agency function program, to analyze administrative problems and adopt an effective course of action, to develop, install and evaluate new and revised methods, procedures and performance standards, to exercise judgment and discretion in developing, implementing and interpreting departmental 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 I:

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.

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