



# State of Illinois

Job Opportunities

<http://work.illinois.gov>

Job Title: **Public Service Administrator - Opt 1**

Agency: **Natural Resources**

Closing Date/Time: **Thu. 01/17/19 5:00 PM Central Time**

Salary: **\$3,116.00 - \$9,765.00 monthly**

Job Type: **Full-Time**

Location: **Sangamon County, Illinois**

Number of Vacancies: **1**

Plan/BU: **GB063**

Bid ID#: **12-35-5394**

[Print Job Information](#) |

<b>Description of Duties/Essential Functions</b>		
<b>Benefits</b>	<b>Supplemental Questions</b>	
<p>Under the general direction of the Division Manager of Historic Preservation, plans, executes and controls all statewide Review and. Compliance (Cultural Resource Protection) programs under Sections 106 and 110 of the National Historic Preservation Act of 1966 (16 USC 470) (as amended); the Illinois State Agency Historic Resources Preservation Act (20 ILCS 3420); the state Archaeological and Paleontological Resources Protection Act (20 ILCS 3435); and the state Human Skeletal Remains Protection Act (20 ILCS 3440); provides consultation on, manages, and monitors complex multi-year project reviews under various environmental laws, including the aforementioned acts and the National environmental Policy Act; negotiates with and provides technical assistance to state and federal agencies on various types of agreement documents regarding historic preservation compliance; monitors, tracks, reviews, approves mitigation measures stipulated in executed agreement documents; consults with Native American tribes in accordance with historic preservation laws and agreement documents; researches and interprets federal and state laws and regulations in its program areas; trains and makes presentations to federal and state agency staff, consulting parties, and the public regarding historic preservation compliance responsibilities and requirements; attends and participates in project meetings statewide, including</p>		

multi-agency meetings and site visits, in order to consult with federal and state agencies and the public regarding historic preservation compliance issues and concerns under federal and state laws; oversees the administration and maintenance of compliance review files and computer databases; provides comments and technical assistance to national, statewide, and local preservation organizations, including the National Conference of State Historic Preservation Officers, the National Trust for Historic Preservation, Preservation Action, and Landmarks Illinois; directs, manages and supervises subordinate staff.

**Minimum Requirements:**

Requires a Master's degree in anthropology, archaeology, architecture, architectural history, historic preservation, or history, plus a minimum of five years of relevant field and research experience in a similar work setting; a Ph.D. in one of these fields, plus a minimum of eight years of relevant experience preferred. Requires basic knowledge of U.S. history and architectural history, with preference given to Midwestern specialists. Requires working knowledge of documentary research methods and ability to report findings in standard academic formats. Requires fluency with commonly used computer databases and word processing software, including Microsoft Office (Word, Excel, Outlook, and PowerPoint) and Adobe (Reader and Acrobat) software; GIS experience preferred. Requires a demonstrated ability to finish projects and reports in a timely and competent manner. Requires experience in writing and interpreting technical documents relating to archaeologically, architecturally, or historically significant resources. Requires experience in evaluating eligibility of cultural resources for listing in the National Register of Historic Places. Requires extensive knowledge of public and business administration, principles and practices. Requires ability to develop and manage a supportive agency program. Requires ability to analyze administrative problems and adopt an effective course of action. Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards. Requires ability to exercise ethical judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and services. Requires ability to develop effective work methods and coordinate all phases of a specific assignment. Requires ability to gain and maintain satisfactory working relationships with government officials, the general public and department staff. Requires ability to gain and maintain satisfactory working relationships with department staff. Requires ability to follow oral and written instructions. Requires excellent customer service skills, an outgoing friendly manner, strong verbal skills, and excellent public

speaking skills. Requires the ability to effectively communicate with various groups, organizations and answer questions in a tactful manner; to deliver planned and impromptu informational presentations. Requires willingness to travel and a valid Illinois drivers' license and the requisite auto insurance. Experience with geographical information systems and project management preferred. Requires the ability to prioritize tasks, schedules, projects and work assignments.

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**Work Hours & Location/Agency Contact:**

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**WORK HOURS**

Monday – Friday, 8:30 am to 5:00 pm, 1 hour lunch,  
Saturday & Sunday  
off

**WORK LOCATION**

Illinois State Historic Preservation Office  
One Old State Capitol Plaza  
Springfield, IL (Sangamon Co.)

**WHERE TO APPLY**

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

**Current State Employees:** Submit an Official Position Vacancy Bid Form and CMS 100 Employment Application to the Agency Contact address listed above. A separate Bid form and Application is required for each Posting/Bid ID or your bid will be rejected. Current state employees seeking a promotion should also submit a CMS 100B Promotional Application to CMS (address found in upper right corner of CMS 100B form).

FAILURE TO COMPLETE AND SUBMIT THE NEW CMS-100 DATED 12/2013 OR NEWER, WILL RESULT IN YOUR APPLICATION BEING REJECTED.  
EFFECTIVE IMMEDIATELY, FAXED APPLICATIONS ARE NO LONGER ACCEPTED.

If you are a current State employee wishing to transfer, you must submit an Employee Transfer Request and Bid Form. If no Employee Transfer Request form is submitted, you will not be considered for the position.

**Non State Employees:** Follow the HOW TO APPLY instructions/link below.

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**How to Apply:**

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[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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Additional Documentation for Public Service Administrator:**

**Option 1** - Gen Adm/Bus-Mkt-Lbr-Per

[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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