

**April 18, 2024**

**JOB VACANCY ANNOUNCEMENT**

**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

<b>POSITION:</b>	Facilities and Logistics Manager
<b>NUMBER OF VACANCIES:</b>	1
<b>OFFICE:</b>	Office of Statewide Pretrial Services (OSPS)
<b>SALARY:</b>	Minimum \$81,890; starting salary commensurate with experience
<b>BENEFITS:</b>	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
<b>LOCATION:</b>	Springfield, Illinois
<b>REPORTING RELATIONSHIP:</b>	Deputy Chief of Staff

The Office of Statewide Pretrial Services' (OSPS or Office) mission is to assist in the administration of justice and promote community safety by ensuring fairness and equality in the pretrial process. The OSPS is a statewide office that provides pretrial services under the Pretrial Services Act, 725 ILCS 185. The Office develops pretrial standards and employs pretrial service officers who conduct pretrial investigations and provide pretrial supervision.

**ESSENTIAL DUTIES:** The Facilities and Logistics Manager is responsible for coordinating and managing facilities and logistical support for the Office of Statewide Pretrial Services (OSPS). The Facilities and Logistics Manager works under the guidance of the Chief Administrative Officer

**FUNCTIONS INCLUDE:**

- Manages and coordinates building maintenance and a preventive maintenance program involving electrical, ventilating, air conditioning, security, and carpentry with landlords.
- Develops, oversees, and implements both short-term and long range building maintenance plans and modifies plans as needed.
- Consults with the Chief Administrative Officer or his/her designee regarding renovations, alterations and major building system problems; inspects contracted work for compliance with specifications.
- Manages building access, including key issuance and electronic access.
- Researches facility and logistic needs and confers with the Chief Administrative Officer on budgetary recommendations.
- Confers and advises the Chief Administrative Officer regarding specific property or equipment needs; receives and rectifies complaints regarding building issues.
- Assists with logistical and facility questions and responds to inquiries/requests.
- Schedules regular evacuation and severe weather drills and keeps current inspections for elevators, fire alarms and sprinkler systems, fire extinguishers, and smoke and heat detection devices located in buildings.
- Serves as a supervisor by providing instructions, setting expectations, observing performance, providing feedback through ongoing and annual performance evaluations, participating in the hiring process, and recommending corrective or disciplinary action when necessary.

- Assists staff in identifying facility needs and requirements, including coordination and scheduling of furniture relocations.
- Assists with loading/unloading office supplies and small furniture/equipment as needed.
- Delivers furniture, office, drug testing and electronic monitoring supplies statewide as needed.
- Participates in meetings with vendors and property owners to discuss and formulate equipment configurations, facility needs, and lease requirements.
- Performs other duties as assigned.

## **EDUCATION AND EXPERIENCE:**

### Minimum Qualifications:

1. A Bachelor's Degree or equivalent experience.
2. Four years of building management or equivalent experience.
3. 8 years of progressively responsible experience in state or local government or business administration.
4. 2 years of supervisory experience.
5. Proficient in the use of Microsoft Office products (i.e., Word, Excel, Access, PowerPoint, Outlook).
6. Must possess a valid Illinois Driver's License and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.
7. Strong analytical, organizational, project management and interpersonal skills.

### Preferred Qualifications:

1. A Bachelor's Degree in Business, Facilities Management or a related field.
2. 10 years of progressively responsible experience in state or local government or business administration.
3. 4 years of supervisory experience.
4. Experience with specialized computer applications (i.e. security and heating, ventilation, and air conditioning (HVAC) systems).

## **PHYSICAL REQUIREMENTS:**

- Ability to frequently and safely move objects weighing up to 50 pounds and load, unload, and relocate furniture and other supplies.
- Ability to sit for extended time periods.
- Professional office working environment requiring telephone usage and ability to process written documents.
- Ability to travel, mostly within Illinois, including overnight stays, as required.

## **HOW TO APPLY:**

**Interested individuals should submit a resume and cover letter through the form below.**

<https://app.smartsheet.com/b/form/cfd666f464473185cddb0a5b7b361>

**This position will remain open until filled. However, those individuals submitting materials by 4/28/24 will be given first consideration.**

**Any questions about this position or the application process can also be submitted via email at the following address: [pretrialservices@illinoiscourts.gov](mailto:pretrialservices@illinoiscourts.gov) .**

**EQUAL OPPORTUNITY EMPLOYER**