



## CAREER OPPORTUNITY

**Job Title:** Director of Administrative Services  
**Department:** Administrative Services  
**Reports To:** County Board Chairman and County Administrator  
**Location:** 157 N Main St, Edwardsville, IL 62025  
**Hours of Work:** Monday – Friday, 8:30 a.m. - 4:30 p.m.

### QUALIFICATIONS

- Education: A Bachelor's degree in Public Administration, Business Administration, Accounting or a closely related field.
- Experience five (5) years of related experience required.
- Madison County, IL residency requirements must be met within 6 months of hire

### EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Receives requests from departments for purchase of goods and services; confirms with Auditor that sufficient funds are available; prepares bid packages where necessary; prepares legal ads; receives bids, analyzes and presents to appropriate committee; prepares resolution and contract or purchase order
- Assigns work in soliciting quotes, preparing required paperwork and processing invoices to clerical staff
- Oversees the work of the purchasing agent and monitors work assigned by purchasing agent to clerical staff
- Issues purchase orders and monitors purchases of goods and services made by purchasing agent for all departments
- Receives invoices for purchases of goods and services; prepares documentation for committee approval; completes necessary analysis for presentation to Auditor
- Oversees requests for proposals and informal purchases procedures for all departments in accordance with County ordinances and policies
- Manages Department budget and payment of invoices
- Oversees operation of the mailroom and mail clerks, including ordering payments for replenishing postage meter
- Oversees work of reception desk and switchboard operators
- Oversees payroll services operation and implements payroll procedures in coordination with county departments and county auditor's office
- Oversees Human Resources functions providing oversight to the Personnel Services Manager in implementing various Personnel Policies, Labor Contracts, and other Human Resources functions
- Assists with the development of personnel regulations
- Oversees benefits administration
- Assists with collective bargaining matters including the negotiation of labor contracts and the implementation of the provisions of the agreement.
- Makes policy recommendations to Personnel Committee and Finance and Administrative Services Committee concerning matters related to Administrative Services or Human Resources.
- Assists County Administrator with budget analysis, long-range financial forecasts, and annual budget preparation
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

### Qualified individuals please submit resume and applications to:

Madison County Board, 157 N Main St, Ste 165, Edwardsville, IL 62025 or email to [Jobs@co.madison.il.us](mailto:Jobs@co.madison.il.us)

Visit <http://www.co.madison.il.us/jobs> for application and full posting.