

Grant Accountability And Transparency Unit
Business Manager

JOB DESCRIPTION

The Grant Accountability and Transparency Unit (GATU) in the Governor's Office of Management and Budget is seeking to hire a Business Manager. This position is directly engaged in nationally recognized implementation of the Grant Accountability and Transparency Act (GATA), 30 ILCS 708.

The Business Manager will partner with state agency staff and grantees to address questions and/or business processes for the Grant Management System (GMS), drive requirement management and communications between GMS Vendor, DoIT, state agencies, grantees and Sub-Committees and act as a change agent between agencies, grantees, GATU and GMS Vendor. In addition, the Business Manager will work with internal and external auditors on non-technical requirements, identify training needs and provides input into training plans, and help with Agency user access administration.

This position will report to the GMS Project Manager with guidance from the Director of GATU.

The successful candidate will primarily manage collaborative efforts with cross functional teams consisting of stakeholders, program experts and technical staff, while effectively utilizing the agencies resources to accomplish program and technology objectives and goals. Designs and evaluates business processes to supports the key performance goals of GATU.

Job duties include but are not limited to the following:

- Works collaboratively with stakeholders and GATU staff on definition of services, problem resolution and risk mitigation strategies
- Manages timeframes and monitors progress toward completion of project tasks and provides input to direct changes needed to ensure completion
- Acts as change agent responding to changes or additions to project scope and schedules while monitoring progression and/or completion of project goals and objectives
- Facilitates meetings with state agencies and can elicit, organize and translate requirements as well as provide requirements management
- Participates in GATU staff meetings involving the formulation, development and implementation of policy, programs and procedures, the development of new or modification of existing processes to further refine or enhance statewide business processes
- Recommends enhancements; represents GATU at various meetings of internal staff and agencies
- Work closely with internal and external auditors to ensure timely and complete information is provide as required
- Work closely with GATU staff regarding all aspects of GATA operations, implementation and execution
- The ideal candidate will possess a commitment to information technology and a willingness to aid in the design and delivery technology solutions that support the requirements of GATA and GOMB
- Ability to work in high-paced, fluid environment, providing accurate information frequently on short timelines

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- Ability to handle multiple tasks and projects
- Pro-active work ethic to self-develop appropriate areas for analysis to understand trends, identify problems and issues and offer potential solutions
- Other duties as assigned

DESIRED QUALIFICATIONS

- Candidates must have a Bachelor's degree in information technology, computer science, MIS, business administration or related field, or supplemented with appropriate work experience;
- Project Management Professional (PMP) Certification helpful but not required
- Knowledge of grant management functions / systems preferred
- Must be analytical, detail-oriented, meticulous and resourceful
- Strong people skills and the ability to communicate effectively both orally and in writing
- Ability to work collaboratively with stakeholders to understand business needs and identify cross-functional dependencies and process improvements
- Ability to work independently and as part of a team
- Innovative, quick learner, ability to adapt to new challenges
- Ability to multi-task and maintain accuracy

This job description is intended to present a general list of tasks/duties to be performed under this job title. It is not intended to reflect all duties performed within the job.

Work location

- This position is based in Springfield; occasional overnight travel is required.

Salary/Compensation and Position Classification

Salary and position classification will be determined based on the level of experience when a job offer is made. Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

Submit resumes by mail, fax, or e-mail.

E-mail: jobs.omb@illinois.gov

Attention Personnel:

603 Stratton Building
Springfield, IL 62706

Fax: 217-524-4876

NON DISCRIMINATION POLICY

Equal employment opportunity is the policy of GOMB. All employees hired and promoted have been and will continue to be selected from all candidates on the basis of qualifications necessary to perform the job well. The GOMB does not discriminate against any person, employee, or job

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applicant on the basis of race, color, religion, sex, age, sexual orientations, national origin, disability, marital status, or status as a disabled veteran of the Vietnam era, in accordance with applicable laws. This policy applies to all recruiting, hiring promotions, layoffs, compensation, benefits, terminations and all other terms and conditions of employment.