**Illinois Power Agency**

**Information Technology Generalist**

**10/19/2022**

The Illinois Power Agency is seeking an **Information Technology Generalist (“IT Generalist”).**  Under direction of the Agency Information Technology Manager (“IT Manager”), the IT Generalist will be responsible for day-to-day information technology, telecom, VoIP, and Internet/email matters pertaining to the Agency, including but not limited all items listed in the position’s Core Responsibilities.

The Illinois Power Agency is an independent State Agency created in 2007 to develop annual electricity procurement plans and renewable resources procurement plans and to conduct procurement events to ensure adequate, reliable, affordable, efficient, and environmentally sustainable electric service for the default supply customers of Illinois electric utilities. The Agency also conducts procurements and administers programs that promote the development of renewable energy resources. For more information about the Illinois Power Agency, please refer to: <https://ipa.illinois.gov/>

# Core Responsibilities

* Maintain the Agency’s information technology infrastructure (i.e., systems, applications, computer equipment, etc.) and facilitate delivering the day-to-day activities associated with Agency IT, telecom, and VoIP equipment, systems, desktop software and cloud-based applications.
* Serve as the point-of-contact to the Department of Innovation & Technology (“DoIT”) on the acquisition, deployment, setup, access, utilization, and invoicing of all IT/telecom products/systems utilized by IPA staff.
* Serve as the back-up Agency Governance, Risk and Compliance (GRC) liaison to provision and deprovision staff roles within the State’s Enterprise Resource Planning (ERP) systems inclusive Systems Applications Products (SAP) and SuccessFactors.
* Serve as point-of-contact for system conversions (e.g., Human Capital Management (HCM)) including loading data, testing, and integrations between State-administered systems and internal Agency processes and systems.
* Ensure timely identification, escalation, and resolution of issues or problems with Agency information technology assets and related data integrity and communicate those to the IT Manager.
* Assess, monitor, and rectify end user (i.e., Agency staff) service and equipment needs.
* Prepare IT/telecom related Department of Central Management Services (CMS) and DoIT compliance reports as required by statute and other policies, rules, and regulations applicable to the Agency.
* Provide additional detail regarding updates on all IT/telecom matters applicable to the Agency at bi-weekly Agency staff meetings
* Performs other duties as required or assigned

# Education

* Bachelor’s degree, preferably with courses in Computer Information Systems, Engineering, Business and Public Administration.

# Skill Set and Desired Qualifications

* A minimum of three (3) to five (5) years of related office information technology, computer systems, database management, or system conversion experience.
* State Government experience strongly preferred.
* Experience with diverse systems and applications preferred (e.g., Access or other database solutions) and general knowledge SAP and QuickBooks or other accounting software and related reporting preferred.
* Proficiency with Microsoft Office 360 (i.e., Word, Excel, Outlook, PowerPoint, as well as SharePoint, etc.)
* Excellent oral, written, and interpersonal skills with the ability to interact effectively with all levels of management and staff
* Highly engaged self-starter and strong organizational and time management skills
* Ability to establish and maintain effective internal and external working relationships including Agency vendors, and employees in other State agencies, departments, and commissions
* Quick learner with the ability to adapt to changing priorities, and proven ability to be resourceful, in a dynamic office environment
* Knowledge of the energy/utility industry and/or interest in renewable energy is desirable but not required

This is a merit compensation position. Salary commensurate with qualifications and experience.

***This position is considered a hybrid position and the successful candidate will be required to report to the Agency’s office as needed to deploy IT related assets or address other IT related tasks.***

To apply, please submit a cover letter that describes your interest in and qualifications for the position, a resume, and three professional references along with your online application to <https://illinois.jobs2web.com/job-invite/20438/>

Applications without a cover letter describing the applicant’s relevant experience and why the applicant would be a strong candidate for this position ***will not be reviewed for consideration***.

No phone calls please.

*The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.*

**The Information Technology Generalist is prohibited from: (i) owning, directly or indirectly, 5% or more of the voting capital stock of an electric utility, independent power producer, power marketer, or alternative retail electric supplier**; (ii) being in any chain of successive ownership of 5% or more of the voting capital stock of any electric utility, independent power producer, power marketer, or alternative retail electric supplier; (iii) receiving any form of compensation, fee, payment, or other consideration from an electric utility, independent power producer, power marketer, or alternative retail electric supplier, including legal fees, consulting fees, bonuses, or other sums. These limitations do not apply to any compensation received pursuant to a defined benefit plan or other form of deferred compensation, provided that the individual has otherwise severed all ties to the utility, power producer, power marketer, or alternative retail electric supplier.