



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: April 7, 2017

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Attached are the Position Summary Sheet and Position Description for the Seasonal Technician Trainee Intern position listed below. Please post this vacancy announcement April 10, 2017, in the designated areas.

The deadline for applying for this position is **4:30 p.m. on Friday, April 21, 2017**. Applicants **will not** be accepted after that time and date.

Applicants must submit the materials below to the Bureau of Personnel Management, 2300 S. Dirksen Parkway, Room 113, Springfield, IL 62764, no later than 4:30 p.m. on Friday, April 21, 2017.

- Signed and completed Application for Seasonal Technician Trainee Intern (PM2420)
- CMS284A Authorization for Release of Criminal Information
- CMS284B Self-Disclosure of Criminal History
- Official College Transcript(s) embossed in a sealed envelope

Applicants may also e-mail these materials (PM2420, CMS284A and CMS284B) to [Dot.SummerApplications@Illinois.gov](mailto:Dot.SummerApplications@Illinois.gov). College/Universities must submit Official College Transcript(s) in PDF format to: [Dot.SummerApplications@Illinois.gov](mailto:Dot.SummerApplications@Illinois.gov).

If you have any questions, please contact the Bureau of Personnel Management at 217/782-4665.

TT (1 pos)

Seasonal Technician Trainee Intern  
Office of Planning and Programming  
Bureau of Research  
Springfield

Attachments

Signed and completed Application for Seasonal Technician Trainee Intern (PM2420), CMS284A Authorization for Release of Criminal Information, CMS284B Self-Disclosure of Criminal History and Official College Transcript(s) **must be received by the Bureau of Personnel Management by 4:30 p.m. on Friday, April 21, 2017.**



An Equal Opportunity Employer

## Position Summary Sheet

**Classification:** Technician Trainee (1 pos) **Salary:** \$11.10 per hour  
**Position Title:** Seasonal Technician Trainee Intern **Union Position:**  Yes  No  
**Position Number:** PW010 23-10-900-10-44

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**Office/Central Bureau/District/Work Address:**

Office of Planning and Programming/Bureau of Research/2300 S. Dirksen Parkway, Rm. 320, Springfield, IL

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**Description Of Duties:**

The Seasonal Technician Trainee Intern Program is designed to give students an opportunity to obtain on-the-job training from May 16, 2017 through August 15, 2017.

This position is accountable for assisting with information retrieval services for all department staff. S/He assists with maintenance of the library collection and provides information to departmental personnel as assigned by the Library Manager.

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**Special Qualifications:****Required:**

- Must be enrolled in college for the Spring 2017 session
- At least 18 years old within the calendar year of hire

**Desired:**

- Strong computer skills
- Knowledge of proper office practices
- Ability to communicate effectively and follow oral and written instructions

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**Shift/Remarks:**

8:00 am – 4:30 pm / Monday – Friday

**\*IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	March 20, 2017	<b>POSITION:</b>	Seasonal Technician Trainee Intern
<b>APPROVED BY:</b>	<u>LaDonna Rowden</u>	<b>OFFICE:</b>	Planning & Programming/ Bureau of Research
<b>CODE:</b>	PW010 23-10-900-10-44	<b>REPORTS TO:</b>	Library Manager

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**Position Purpose**

This position is accountable for assisting with information retrieval services for all department staff. S/He assists with maintenance of the library collection and provides information to departmental personnel as assigned by the Library Manager.

**Dimensions**

Monographs (Books, Manuals, Guides, Standards, Reports, etc.)	5,000
Legal Series	10
Periodicals (Journals, Magazines, Newsletters, etc.)	80
Bibliographies	10
Memberships – Agency	40
Interlibrary Loan Lending	80

**Nature and Scope**

This position reports to the Library Manager.

This position provides resource coordination support for the Policy and Research Center Library. This position is responsible for assisting with the maintenance of the library collection and sharing resources with departmental staff. These duties include reviewing inventory and weeding of the periodical collection (journals and newsletters); replacing out-of-date legal references with updates, including maintenance of the legal library SharePoint page. The incumbent additionally assists with interlibrary lending processes including checkout, shipping, renewal, and check in of materials; circulation of published documents and periodicals including check out, renewal, and check in of materials in Polaris online card catalog system; creation and maintenance of IDOT employee library card accounts; coordination of the TRB: Transportation Research Board contract cataloging project; scanning and distribution of table of contents alerts and maintenance of email templates for distribution.

Typical greatest challenge for the incumbent in this position is to accurately update and maintain the library collection to ensure resources are up-to-date without loss of historical content.

Duties include preparing monthly statistics compilation; completing requests for specific items from the electronic and /or physical library collections; coordination and checkout of the FE, PE and SE exam preparation resources for IDOT engineers; inform IDOT employees statewide of new resources available through the library via the Recent Acquisitions SharePoint list as well as creation of topical / subject bibliographies, and the library newsletter; frequent quality assurance review of the Policy and Research Center library page on Inside IDOT to repair broken links and eliminate obsolete resources; digitization of historical archival IDOT publications housed in the library collection and currently available in print / paper format only; photocopying resources as needed; shelf-reading the physical collection to assist with weeding and misplaced items.

This position has latitude to accomplish daily responsibilities. S/He is constrained by applicable departmental/state/federal guidelines. Matters of a unique nature are referred to the supervisor with recommendations for resolution.

Internal contacts are with statewide departmental personnel, the Bureau of Information Processing, and the Mail Room. External contacts include IHLS: Illinois Heartland Library System member libraries; other public, private, and university libraries consultants, local agencies, FHWA, other states, and various state agencies and transportation organizations state and national, private and public.

The effectiveness of this position will be measured by the incumbent's ability to provide attention to detail in all aspects of: maintaining the library collection, digitizing documents, and providing customer service.

**Principal Accountabilities**

1. Shares resource information with department staff including scanning and distribution of table of contents alerts and maintenance of email templates for distribution, photocopying resources as needed and informing IDOT employees statewide of new resources available through the library.
2. Assists Library Manager with maintenance of accounts and collection by shelf-reading the physical collection to assist with weeding and misplaced items, creating/maintaining IDOT employee library card accounts; preparing monthly statistics compilation; and conducting inventory and weeding of the periodical collection (journals and newsletters).
3. Digitizes historical archival IDOT publications housed in the library collection and currently available in print/paper format only.
4. Assists with interlibrary lending processes including checkout, shipping, renewal, and check in of materials.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees
6. Performs other duties as required or assigned