



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 15, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 16, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, May 30, 2017**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM II (2 pos) Communications Assistant
Bureau of Communication Services
Office of Communications
Springfield

Attachments
41400

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, May 30, 2017**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager II (2 Positions)	Salary:	\$4,105 - \$5,710
Position Title:	Communications Assistant	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW412-23-35-100-00-02	IPR#:	41400

Office/Central Bureau/District/Work Address:

Office of Communications/Bureau of Communication Services/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for assisting in the development of content and visuals for public consumption on the Department's internal and external websites and social media channels.

Special Qualifications:

Desired:

- Four years of college, preferably with courses in English, journalism, marketing, communications and web design
- Two years' experience in communications, publications, research, Adobe Creative Suite, developing charts, tables and infographics, or equivalent combination of experience and training
- Excellent oral and written communication skills
- Ability to synthesize complex transportation and engineering information into publically accessible resources
- Ability to maintain harmonious relationships with employees, agency officials, and the general public

Shift/Remarks:

8:00 am - 4:30 pm / Monday-Friday

*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.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 2, 2016	POSITION:	Communications Assistant
APPROVED BY:	<i>Guy Tridgell</i>	OFFICE:	Communications/Bureau of Communications Services
CODE:	PW412-23-35-100-00-02	REPORTS TO:	Bureau Chief

Position Purpose

This position is accountable for assisting in the development, writing, design and layout of publications, reports and other materials for public consumption.

Dimensions

Reports and publications: 5 +/- annually

Nature and Scope

This position reports to the Bureau Chief of Communications Services.

This position's primary responsibility is to develop accurate and compelling written content for publications, reports, and marketing materials for a variety of audiences. The incumbent assists departmental Offices in developing written materials on key projects and activities. The incumbent must be adept at research, writing and editing; knowledgeable on transportation issues; aware of best practices in communications; and able to develop visually compelling content using multimedia tools for a variety of audiences, including the public.

A challenge of this position will be the ability to synthesize complex transportation and engineering information into compelling and publically accessible resources which are targeted to a wide-variety of audiences including, but not limited to, business, industry, and the general public. Typical problems include the accuracy and readability of written deliverables, data accuracy and publication and printing deadlines.

This position personally writes, edits, formats and proof-reads publications, reports and other written products for the departmental Offices. The incumbent develops written content for website, email subscription services and social media accounts. S/He assists with report layout, content development and graphics. This position also assists in developing briefing and written materials to build support for programs with the general public, stakeholder and other interested parties. S/He is in contact with staff to ensure that content developed for the public is factually accurate and is based on careful and complete analysis and, therefore, maintains harmonious relationships with employees, agency officials and the general public.

The incumbent accomplishes tasks with direction and guidance from the Bureau Chief and the Office for which content is being developed. Matters of a unique nature are taken to the supervisor with recommendations for resolution. The incumbent is constrained by the established policies and procedures of the Department.

Internal contacts are with all Offices of the department including the Bureau of Information Processing. External contacts are with the Department of Central Management Services and other stakeholders.

The effectiveness of the position can be measured by the quality of the written materials, meeting deadlines and accuracy of content.

Principal Accountabilities

1. Writes, edits, formats and proof-reads publications, reports and other written products for the department Offices.
2. Develops written content for website, email subscription services and social media accounts.
3. Assists with report layout, content development and graphics.
4. Assists in developing briefing and written materials to build support for programs with the general public, stakeholder and other interested parties.
5. Maintains harmonious relationships with employees, agency officials and the general public.
6. Performs other duties as required.
7. Performs other duties as assigned. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.