



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: July 7, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 10, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, July 21, 2017**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's Department of Homeland Security Incident Management Courses (NIMS) Certification that includes 100, 200, 300, 400, 700, & 800 must accompany application for this position. 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 IV

Emergency Coordinator
Bureau of Operations
Highways Project Implementation
Springfield

Attachments
41619

Technical Applications [PM1080 rev 6/1/17](#)****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 **Friday, July 21, 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: A copy of each applicant's Department of Homeland Security Incident Management Courses (NIMS) Certification that includes 100, 200, 300, 400, 700, & 800 must accompany application for this position. 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 IV	Salary:	\$5,015 - \$7,085*
Position Title:	Emergency Coordinator	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-75-606-20-01	IPR#:	41619

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Operations / 2300 S. Dirksen Parkway/Springfield, IL

Description Of Duties:

This position is responsible for coordinating strategic emergency planning for the Office of Highways Project Implementation; maintaining and revising departmental the responsibilities in planning guidance documents; administering research and statistical methods and techniques of planning; and serving as the inter-agency liaison with other state agencies in the strategic planning cell for emergency preparedness. This position initiates and coordinates the planning process within the Illinois Emergency Management Agency Planning Cell; and participates in the development, implementation, and instruction of various technical emergency planning programs with other State agencies

Special Qualifications:

Required:

- Valid driver's license
- Statewide travel with overnight stays
- Certifications in the Department of Homeland Security Incident Management Courses (NIMS) that include: NIMS 100, 200, 300, 400, 700, & 800

Desired:

- Four years of college preferably with major courses in statistics and emergency management
- Five years of experience in emergency management or public administration
- Working knowledge of research and statistical methods and techniques
- Ability to plan, organize and execute administrative, safety, and emergency programs

Shift/Remarks:

8:00 a.m. – 4:30 p.m. / 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.

**Technical Application PM1080 was revised 6/1/17. The previous application form, revised 9/9/16, will be accepted until close of business 7/31/2017. Applications received on 8/1/17 or after must be on the revised form.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	March 25, 2017	POSITION:	Emergency Coordinator
APPROVED BY:	Amy Eller	OFFICE:	Highways Project Implementation/ Bureau of Operations
CODE:	PW414-23-75-606-20-01	REPORTS TO:	Emergency Manager

Position Purpose

This position is responsible for coordinating strategic emergency planning for the Office of Highways Project Implementation, maintaining and revising the responsibilities of the Department in planning guidance documents, administering the research and statistical methods and techniques of planning, and serving as the inter-agency liaison with other state agencies in the strategic planning cell for emergency preparedness. This position initiates and coordinates the planning process within the Illinois Emergency Management Agency Planning Cell. It participates in the development, implementation, and instruction of various technical emergency planning programs with other State agencies. This position participates in the development, implementation, and instruction of various technical emergency planning programs.

Dimensions

Contingency Planning:	50% (IEMA Strategic Planning Cell)
Regular Job Duties	50% (IDOT)

Nature and Scope

This position reports to the Emergency Manager as does the Traffic Incident Management Coordinator. No subordinates report to this position.

This position operates within an environment requiring an in-depth understanding of the essential concepts of emergency strategic planning as applied to the Department. This understanding is applied under conditions where time is critical and resource information is crucial. The incumbent processes disaster assistance requests, interprets policies in the IDOT Emergency Operations Manual, develops emergency planning documents and prepares resource lists. The environment is ever-changing based upon the requirements of new federal and state regulations. This position is unique to the Department in that it coordinates all districts to assess specific types and amounts of strategic planning necessary for development to comply with these regulations.

The greatest challenge of this position involves developing strategic emergency plans and implementing these plans to effectively carry out the Department's responsibilities in emergency and disaster situations. Typical problems are ensuring all federal and state regulations are in compliance.

This position is personally responsible for coordinating activities relating to emergency strategic planning. The incumbent personally develops updates, interprets the IDOT Emergency Operations Manual and resource lists for planning purposes. The incumbent coordinates planning activities closely with the Illinois Emergency Management Agency, Illinois State Police, Illinois National Guard and the Illinois Department of Public Health in conjunction with the Statewide Terrorism and Intelligence Center. This involves planning, preparation of manuals and resource lists, and emergency communications.

This position has latitude to accomplish responsibilities. Matters of a unique nature are referred to the supervisor with recommendations for resolutions. Primary constraints of this position are departmental rules and policies and state and federal laws.

Internal contacts include district offices, all team sections, the Bureau of Local Roads and Streets and the Office of Finance and Administration. External contacts include the Illinois Emergency Management Agency; Illinois State Police; Illinois Legislature; the Illinois Environmental Protection Agency; Federal Highway Administration; the Illinois National Guard; and the Illinois Department of Public Health. Travel is required.

The effectiveness of this position is measured by the development of effective strategic emergency plans and implementation of plans to carry out departmental responsibilities in emergency and disaster situations.

Principal Accountabilities

1. Develops required policies, procedures, and standards to improve emergency planning documents, while ensuring compliance with Department rules and practices.
2. Develops plans and procedures for meeting the Department's emergency and disaster responsibilities.
3. Prepares, maintains, and distributes current planning documents.
4. Serves as a member of the Strategic Planning Cell and participates as an IDOT advisor.
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.