



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 Tuesday, July 11, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Monday, July 24, 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.

ET IV

Geographic Information System Coordinator
Region 4/District 6/Program Development
Office of Highways Project Implementation
Springfield

Attachments
41720

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 **Monday, July 24, 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:	Engineering Technician IV	Salary:	\$4,695 - \$6,735*
Position Title:	Geographic Information System Coordinator	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-56-303-50-01	IPR#:	41720

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 6/Bureau of Program Development/126 E Ash St, Springfield, IL

Description Of Duties:

The main duties of this position include maintaining the Geographic Information System (GIS) database, assisting district GIS users, troubleshooting problems with GIS mapping system and assisting users in solving software problems. Other duties include acting as a technical resource, coordinating activities related to the development, deployment, and use of GIS; assisting in the assessment of user training needs; and providing geographic information services utilizing GIS services to various departments.

Special Qualifications:

Desired:

- An Associate Degree from an accredited two-year civil engineering technology program or two-years of college in pre-engineering or civil-engineering technology
- Eight years' experience in performing a variety of technical tasks of which at least four years should be related to civil engineering
- Strong oral and/or written communication skills

Shift/Remarks:

8:00 a.m. – 4:30 p.m. / Monday – Friday

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

*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 9/19/16, 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:	May 1, 2017	POSITION:	Geographic Information System Coordinator
APPROVED BY:	<i>Jeffrey South</i>	OFFICE/DIVISION:	Office of Highways Project Implementation/Region 4 District 6/Program Development
CODE:	PW014-23-56-303-50-01	REPORTS TO:	CADD/GIS Manager

Position Purpose

This position is accountable for preparing and maintaining Geographic Information System (GIS) files and maps to satisfy user requests within the District for information available from the Illinois Highway Information System and other specialized or unique transportation related databases. This position assists in the development, implementation, and training related to GIS applications in the District.

Dimensions

Mapping/Analysis Needs:	50 to 100 annually
Annual Program:	\$50-100 Million 50-100 projects analyzed
Multi Year Program:	\$250-\$500 million – 200-500 projects analyzed

Nature and Scope

This position reports to the CADD Manager. There are no subordinates reporting to this position.

This position is technical in nature. This is a unique position that produces accurate, complete data reports and graphic or geographic displays in response to requests which can be a complex and involved process. The scope of the information requested can be as wide as the large databases maintained by the Department and others maintained elsewhere. The incumbent must consistently demonstrate creativity and innovation in responding to information requests, as well as in fulfilling the data quality monitoring and data system troubleshooting function of this position. The ongoing development of GIS technology and other data systems will demand that the incumbent adapt to and manage changes in data collection, evaluation and reporting methods.

The data must be complete and up-to-date so that it may be used as a base for planning new and improved transportation facilities or for asset management. The scope of this position includes serving various data users by providing technical directions and assistance to district personnel involved in the preparation, use and analysis of GIS files.

Typical problems include effective coordination in the Bureau of Program Development to maintain accurate and up to date resources for the district's map making needs and GIS matters. The greatest challenge of this position is assisting district personnel in the GIS needs such as mapping and analysis which addresses the goals of the public and the Department.

The incumbent assists in providing technical support and assistance to District GIS users. The incumbent also assists with developing, implementing, and training District staff regarding current and new GIS applications. The incumbent also assists the CADD/GIS Manager in CADD related responsibilities. This includes items such as assisting with training of District CADD users, and assisting with the day to day CADD operations.

The incumbent exercises latitude in accomplishing assigned responsibilities. S/He is constrained by departmental policies and procedures. Matters of a unique nature are referred to the supervisor with recommendations for resolution.

Internal contacts include District GIS users within Program Development, Operations, and Project Implementation. External contacts include the Bureau of Information Processing and various consultants.

The effectiveness of this position is measured by the incumbent's ability to utilize GIS data and multiple software programs for manipulation of data into useful and valuable output, and in a timely manner.

Principal Accountabilities:

1. Maintains the GIS database, including inputting the correct data, determining format, researching data conversion, establishing data specifications, updating sources and ensuring data integrity.
2. Coordinates activities related to the development, deployment, and use of GIS.
3. Assists District staff in GIS needs such as mapping and analysis, and supports District bureaus in GIS needs.
4. Troubleshoots problems with GIS mapping system and assists District users in solving software problems; implements solutions or notifies outsource providers as required.
5. Assists in the assessment of District GIS user training needs, and assists in the scheduling and instructing of the necessary training.
6. Assists with CADD training, and other day to day CADD activities.
7. Performs duties in compliance with Department safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.