



# 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 14, 2017

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 18, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Monday, May 1, 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 I

Outreach Materials Coordinator  
Bureau of Safety Programs & Engineering  
Office of Program Development  
Springfield

Attachments  
41835

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Monday, May 1, 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

<b>Classification:</b>	<b>Technical Manager I</b>	<b>Salary:</b>	<b>\$3,605 - \$5,003*</b>
<b>Position Title:</b>	<b>Outreach Materials Coordinator</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW411-23-65-804-12-01</b>	<b>IPR#:</b>	<b>41835</b>

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

Office of Program Development / Bureau of Safety Programs & Engineering / 2300 S Dirksen Pkwy, Springfield, IL

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### Description Of Duties:

This position is accountable for the overall inventory, ordering, and distribution of public information & education (PI&E) materials, visual aids, displays, exhibits, etc., that accurately portray and explain departmental programs and projects; assists in the warehouse on a regular basis to ensure all items are accounted for and distributed accordingly per requests from across the state. S/He ensures the website is up to date for ordering and inventory purposes.

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### Special Qualifications:

#### Required:

- Valid driver's license
- Occasional travel
- Ability to lift 50 lbs.

#### Desired:

- Four years of college preferably with major courses in business, economics, statistics, accounting, marketing, public finance and public administration
- Working knowledge of governmental operations and modern organizational concepts
- Strong oral and written communication skills; detail-oriented and well organized; and ability to work on multiple tasks simultaneously
- Ability to maintain harmonious relationships with employees, agency officials and the general public

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### 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**

<b>DATE:</b>	2-27-2016	<b>POSITION:</b>	Outreach Materials Coordinator
<b>APPROVED BY:</b>	<u>Paul Lorton</u>	<b>DIVISION:</b>	Office of Program Development /Bureau of Safety Programs & Engineering
<b>CODE:</b>	PW411-23-65-804-12-01	<b>REPORTS TO:</b>	Support Services Manager

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**Position Purpose**

This position is accountable for the overall inventory, ordering, and distribution of the public information & education (PI&E) materials, visual aids, displays, exhibits, etc. that accurately portray and explain departmental programs and projects. The incumbent assists in the warehouse on a regular basis to ensure all items are accounted for and distributed accordingly per requests from across the state. S/He also keeps the website up to date for ordering and inventory purposes.

**Dimensions**

Special Projects:	+10 Annually
Inventory Materials:	+10,000
Orders Filled:	+500 Annually

**Nature and Scope**

This position reports to the Support Services Manager as do the Safety Projects Support Specialist and one Technician Trainee.

This position operates within an environment that is responsible for ensuring accurate and timely preparation of public information and education outreach material orders and other exhibits. PI&E orders consist of occupant protection, child passenger protection, motorcycle safety, bicycle safety, impaired driving and other transportation safety related items. This position is responsible for reviewing, compiling and maintaining detailed records to account for and validate public information and education material and other exhibit inventory. The incumbent performs special projects consisting of researching and processing inventory held within the warehouse and/or other storage locations. This position aids in the design of visual aids and exhibits that portray existing and proposed transportation projects and related engineering data.

Typical problems faced by the incumbent include completing all assigned activities in a timely, effective manner to meet deadlines; and to ensure all items are correctly accounted for on the inventory listing. The greatest challenge for this position is to keep inventory and website up to date while also balancing daily orders.

This position is accountable for the inventory and maintenance of PI&E materials and displays that may depict departmental technical, administrative and financial activities. S/He participates in safe work practices and activities to ensure cleanliness and orderliness of the working areas. S/He also picks up and delivers materials as requested. The incumbent must be organized and able to multi-task.

This position has latitude to accomplish responsibilities within all applicable departmental/state/federal guidelines. Matters of a unique nature are referred to the supervisor with recommendations for solution.

Internal contacts include any area within the Department requesting PI&E materials or other displays for events. External contacts include citizens of the state of Illinois, hospitals, police departments, schools, churches, and other organizations.

The effectiveness of this position can be measured by the incumbent's ability to complete all assigned activities in an accurate and timely manner, ensure an up-to-date inventory listing, and recommend when inventory items need to be ordered.

***Principal Accountabilities***

1. Maintains exhibits and displays that effectively communicate departmental programs.
2. Demonstrates competence with professional tools and techniques such that projects can be completed in a timely manner.
3. Processes requests/orders for PI&E materials.
4. Performs inventory control and general warehousing duties as required.
5. Performs other duties as assigned.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.