



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: Tuesday, October 3, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Wednesday, October 4, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, October 18, 2017**. Applications 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.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

ET IV

Geographic Information System Coordinator
Region 3/District 4/Program Development
Office of Highways Project Implementation
Peoria

Attachments
42145

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 **Wednesday, October 18, 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.



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Engineering Technician IV	Salary:	\$4,695 - \$6,735*
Position Title:	Geographic Information System (GIS) Coordinator	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-54-302-00-02	IPR#:	42145

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 3/District 4/Bureau of Program Development/ 401 Main Street, Peoria, IL

Description Of Duties:

This position prepares and maintains Geographic Information System (GIS) files and maps to satisfy district user requests for information available from the Illinois Highway Information System and other specialized or unique transportation related databases. This position assists in monitoring the district's Annual and Multi-Year programs; provides staff with technical support; and provides assistance and training to district employees in the use and initiation of GIS projects.

Special Qualifications:

Required:

- Valid driver's license
- Statewide travel to attend user meetings and conferences

Desired:

- An associate degree from an accredited two-year engineering technology or geography program or two years of college in pre-engineering, civil engineering technology, geography, cartography or surveying
- Eight years of experience performing a variety of technical tasks of which at least four years should include the usage and implementation of complex data processing activities and technological systems
- Ability to train, develop, and conduct training classes and provide technical support to GIS users
- Knowledge and experience with Geospatial Positioning equipment, Microsoft Access & Excel
- Strong oral and written communication skills

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.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	July 12, 2017	POSITION:	Geographic Information System (GIS) Coordinator
APPROVED BY:	<i>Kensil Garnett</i> <hr/> Kensil A. Garnett, Regional Engineer	OFFICE/DIVISION:	OHPI/Region 3/District 4/ Bureau of Program Development
CODE:	PW014-23-54-302-00-02	REPORTS TO:	Programming Engineer

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 monitoring the district's Annual and Multi-Year program, provides staff with technical support, and provides assistance and training to district employees in the use and initiation of GIS projects.

Dimensions

Mapping/Analysis Needs: 50 to 100 annually

Nature and Scope

This position reports to the Programming Engineer as do the Systems Inventory Chief, the Traffic Studies Unit Chief, and the Cost Estimate Engineer.

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. 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 is personally responsible for providing technical support and assistance to district GIS users. The incumbent assists planners, engineers, and other district staff in GIS needs such as mapping and analysis. This position provides first level technical support for all district GIS users in developing and monitoring the district's Annual and Multi-Year Improvement Program.

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.

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.

The incumbent has frequent contact with district staff in developing and troubleshooting GIS applications. Also the incumbent has contact with GIS users statewide to exchange project ideas and learn about best practices. This position requires contact with the Bureau of Information Processing to coordinate software and hardware issues. The incumbent is responsible for arranging and presenting training sessions for new users and for software revisions. Statewide travel is expected in order to attend user meetings and conferences.

Principal Accountabilities

1. Maintain the GIS database, including inputting the correct data, determining format, researching data conversion, establishing data specifications, updating sources, and ensuring data integrity.
2. Assists planners, engineers, and other staff in GIS needs such as mapping and analysis and supports district bureaus in GIS needs.
3. Troubleshoots problems with GIS mapping system and assists users in solving software problems.
4. Acts as a technical resource in assisting users & the IT department to resolve problems with specialized and dedicated technology systems; implements solutions or notifies outsource providers as required.
5. Coordinates activities related to the development, deployment, and use of GIS.
6. Assists in the assessment of user training needs; coordinates and provides system applications training.
7. Organizes and coordinates the activities necessary to respond in a timely manner to both routine and complex requests for data and other specialized transportation-related information.
8. Provides geographic information services utilizing GIS services to various departments.
9. Performs other duties as assigned.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.