



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Becky Koehler  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: June 5, 2018

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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 June 8, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, June 21, 2018**. 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.

TM IV Bridges Information Technology Support Specialist  
Bureau of Bridges & Structures  
Office of Highways Project Implementation  
Springfield

Attachments  
42711

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Thursday, June 21, 2018**, 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 IV</b>	<b>Salary:</b>	<b>\$5,015 - \$7,085*</b>
<b>Position Title:</b>	<b>Bridges Information Technology Support Specialist</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW414-23-75-904-83-01</b>	<b>IPR#:</b>	<b>42711</b>

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

Office of Highways Project Implementation / Bureau of Bridges and Structures / 2300 S. Dirksen Parkway, Springfield, IL

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#### Description of Duties:

This position is accountable for developing, implementing and maintaining bridge design and analysis application programs, and macro-enabled Excel spreadsheets that support the bureau's technology applications for improved bridge design and other technological efficiencies. The incumbent maintains a computer inventory database and performs as a liaison between the bureau and the Bureau of Information Processing (BIP). The incumbent works with the bureau's Document Management Coordinator (DMC) to manage bureau forms, templates and manuals.

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#### Special Qualifications:

##### Required:

- Occasional travel with overnight stays

##### Desired:

- Four years of college preferably with courses in computer science or other IT related fields
- Five years of experience in information technology or management of information systems
- Strong Microsoft Office Suite knowledge, and experience using Excel, Access and SharePoint
- Strong oral and written communication skills, and organization skills
- Knowledge and experience in developing, customizing and implementing software solutions

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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 organization 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**

<b>DATE:</b>	April 19, 2018	<b>POSITION:</b>	Bridges Information Technology Support Specialist
<b>APPROVED BY:</b>	Jayme Schiff	<b>OFFICE:</b>	Project Implementation/ Bureau of Bridges and Structures
<b>CODE:</b>	PW414-23-75-904-83-01	<b>REPORTS TO:</b>	Computer Design Group Engineer

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**POSITION PURPOSE**

This position is accountable for developing, implementing and maintaining bridge design and analysis application programs, and macro-enabled Excel spreadsheets that support the bureau's technology applications for improved bridge design and other technological efficiencies. The incumbent maintains a computer inventory database and performs as a liaison between the bureau and the Bureau of Information Processing (BIP). The incumbent works with the bureau's Document Management Coordinator (DMC) to manage bureau forms, templates and manuals.

**DIMENSIONS**

Bureau Users:	80 - 90
Number of Bridge Applications Supported:	10
Number of Annual IT Request Submitted:	200

**NATURE AND SCOPE**

This position reports to the Computer Design Group Engineer. There are no subordinates reporting to this position.

This position works in an environment that is accountable for developing, implementing and maintaining bridge design and analysis application programs and macro-enabled spreadsheets, managing the bureau's inventory of computer hardware and software, maintaining the bureau's SharePoint and internet web pages. This position assists in specifying, designing and implementing new design applications or spreadsheets to increase the effectiveness of the bureau's computer resources. S/He provides procedural technical assistance and training to end-users of computer-based systems to ensure operational efficiency. S/He tests and documents the necessary computer systems for third party software programs and maintenance changes to computers in the bureau.

Typical problems of this position relate to the incumbent's ability to effectively apply innovative thinking and practical operation experience to develop optimal solutions to meet the bureau's computer needs. With development of bridge design application program projects, the incumbent works closely with members of various units within the bureau and with users to analyze, design, implement and maintain computer-based bridge design systems or Excel spreadsheets. The incumbent may be assigned to work independently on smaller projects. A major challenge of this position includes developing working relationships with departmental staff to provide support in development and maintenance of the bureau's design applications. Other problems involve dealing with a rapidly changing technological environment and bureau priorities as well as issues related to ongoing support of established application systems.

The incumbent performs troubleshooting duties pertaining to network difficulties and Microsoft Office software. The incumbent works in close coordination with BIP to resolve computer issues. Additionally, the incumbent coordinates with BIP to access various databases, passwords, data protection, back-ups, etc. The incumbent maintains an inventory database of the bureau's computer hardware and required software and coordinates software installation with BIP. The incumbent maintains the bureau's SharePoint site, phone lists, and the bureau's photos and personnel contacts. The incumbent also coordinates updates to the bureau's Internet web pages. The incumbent works with the bureau's DMC to manage bureau forms, templates and manuals.

The activities of the incumbent are governed by the departmental *Personnel Policies and Procedures Manual* and the *Personnel Code*. S/He is given wide latitude to develop methods for accomplishing position accountabilities and completing special assignments. Problems of unusual or highly sensitive nature are referred to the supervisor for resolution. The incumbent does, however, act independently in the administration of daily responsibilities.

This position has frequent contacts with other areas of the department for the purpose of analyzing user needs and requests for maintenance of the bureau's bridge computer applications. Contacts outside the department would be with computer support and technical specialists from other state, local or federal agencies with similar functions or with vendors of Internet/Intranet-based application products and services. Limited travel is required to attend meetings and/or training classes.

The effectiveness of this position is measured by the continued operational effectiveness of existing computer hardware and software, developed bridge design and analysis application programs and spreadsheets to optimize the bureau's design and technological capabilities through new program applications or spreadsheets.

**PRINCIPAL ACCOUNTABILITIES**

1. Maintains bureau forms and computer inventory databases.
2. Coordinates software installation and updates through BIP.
3. Develops, implements and maintains bridge design and analysis application programs and macro-enabled spreadsheets.
4. Provides operational assistance in response to Internet/Intranet-based system malfunctions report received from users throughout the bureau.
5. Provides support as administrator of the bureau's SharePoint sites.
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.
7. Performs other duties as assigned.