



# 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: April 9, 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 April 11, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, April 24, 2018**. Applications will not be accepted after that time and date.

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

TM IV                      Communications Outreach Liaison (Region 3)  
Bureau of Program, Project and Safety Outreach  
Office of Communications  
Peoria  
**RUTAN EXEMPT POSITION**

Attachments  
42717

A cover letter, resume and 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 **Tuesday, April 24, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application.



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Technical Manager IV – RUTAN EXEMPT POSITION</b>	<b>Salary:</b>	<b>\$5,015 - \$7,085*</b>
<b>Position Title:</b>	<b>Communications Outreach Liaison (Region 3) Peoria</b>	<b>Union Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Position Number:</b>	<b>PW414-23-35-201-00-04</b>	<b>IPR#:</b>	<b>42717</b>

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

Office of Communications/Bureau of Program, Project and Safety Outreach/401 Main St., Peoria, IL

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#### Description Of Duties:

This position is accountable for communicating department priorities and policy to the public, elected officials, business and civic leaders and organizations, other key stakeholders and the general public.

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#### Special Qualifications:

##### **Required:**

- Valid driver's license
- Occasional overnight travel

##### **Desired:**

- Completion of four years of college preferably with major courses in business, media relations or public communications
- Five years of experience in public communications or media relations
- Working knowledge of governmental operations
- Excellent oral and written communication skills
- Ability to make and 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.

\*\*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>	November 22, 2016	<b>POSITION:</b>	Communications Outreach Liaison (Region 3)
<b>APPROVED BY:</b>	Guy Tridgell	<b>OFFICE:</b>	Communications/Bureau of Program, Project and Safety Outreach
<b>CODE:</b>	PW414-23-35-201-00-04	<b>REPORTS TO:</b>	Section Chief of Program, Project and Safety Outreach

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***Position Purpose***

This position is accountable for communicating department priorities and policy to the public, elected officials, business and civic leaders and organizations, other key stakeholders and the general public.

***Dimensions***

Contacts: Approximately 100-200, annually  
Public Interest Meetings: Approximately 25-50, annually

***Nature and Scope***

This position reports to the Section Chief of Program, Project and Safety Outreach.

This position is responsible for communicating departmental priorities and policy to the public, elected officials, business and civic leaders and organizations, other key stakeholders, and the general public. The incumbent's primary responsibilities include proactively engaging local stakeholders and interested parties on transportation projects and policies. This includes working across the Department to understand project information and develop clear messaging that conveys the benefits of projects and programs. The delivery of messaging will be conducted closely with Office of Communications (OOC) and culminates in a variety of formats including informational fact sheets, website/webpage maintenance, social media, written documents and other media as appropriate. S/He is also responsible for assisting in the oversight of consultants who deliver messages on behalf of the Department to ensure that messages are approved and consistent with departmental policy. The incumbent responds to requests for presentations from community groups and is tasked with engaging local organizations to proactively present timely project information.

The greatest challenge of this position is to maintain positive relationships with stakeholders and to provide accurate project and policy information to the public and key stakeholders across the state. Typical challenges include staying abreast of the status of transportation projects to keep stakeholders informed of project progress or delays. Other challenges include developing messaging and proactive outreach and engagement strategies for projects and assisting in managing consultants to ensure that their messaging reflects the departmental vision.

The incumbent serves as a departmental spokesperson with local officials, business groups, community affairs groups and interest groups located within the region utilizing a thorough understanding of transportation planning and communications. This position handles the intake of media and stakeholder inquiries and responds directly on non-sensitive issues. For matters of a sensitive nature, s/he works in conjunction with the director, bureau chief and/or regional engineer to develop responses. Under the guidance of the bureau chief and the regional engineer, the incumbent develops and maintains contacts with local officials, legislative staff, business groups, community affairs groups and interest groups located within the region and will develop a region-wide understanding of community transportation needs and issues. This position will assist in disseminating information on a variety of initiatives that are a priority for the department. This could include working with the

Office of Planning and Programming staff to conduct outreach on planning projects; assisting the Office of Business and Workforce Diversity in developing and extending outreach to minority communities, businesses and interest groups within the region; and assisting with safety outreach campaigns as necessary. The incumbent works with staff and manages consultants in developing clear, concise presentations and messaging for informal planning meetings, public meetings, open houses, etc., during the planning and design stages for projects. S/He assists in communicating executive IDOT philosophy and policy to regional staff. The incumbent designs and promotes various programs; develops policy recommendations regarding the programs; and serves as a resource person providing public information, educational materials and audio-visual aids upon request.

The incumbent has latitude to accomplish responsibilities of the position. Matters of a sensitive nature are referred to the supervisor with recommendations for solution. This position is constrained by departmental rules and regulations as well as state/federal regulations as appropriate. This position has frequent independent and occasional overnight travel requirements.

Internal contact includes close communications with OOC staff, the regional engineer, and district staff at all levels. External contacts include mayors, regional planning commissions, local agencies, state legislators, the general public, national state and local volunteer and civic organizations, and various media sources to ensure effective communications and promotion department programs and priorities.

The effectiveness of this position is measured by the degree to which harmonious relationships between the region and community groups are achieved and the degree to which limited available resources address the wide array of needs in district.

### ***Principal Accountabilities***

1. Serves as a spokesperson with local officials, business groups, community affairs groups and interest groups within assigned region.
2. Responds to the media and other groups on non-sensitive topics.
3. Develops and maintains contacts with local officials, business groups, community affairs groups and interest groups located within the region.
4. Updates, on a regular basis, contact lists of elected officials, interest groups, and media contacts which are for both regional and central office use.
5. Works to assist other offices to develop messaging and participates in outreach on a variety of topics, (including safety) to minority communities, businesses and interest groups within assigned region.
6. Develops briefing and outreach materials (i.e., fact sheets, written strategy documents, webpages/websites, social media messaging) to elected officials and other interested parties.
7. Develops presentations for informal planning meetings, public meetings, open houses, etc., during the planning and design stages for projects.
8. Assists in communicating executive IDOT philosophy and policy to regional staff.
9. Performs other duties as required.
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.