



# 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: June 9, 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 June 12, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, June 23, 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 VI

Intelligent Transportation Systems Unit Manager  
Office of Planning and Programming  
Bureau of Planning  
Schaumburg

Attachments  
41477

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 **Friday, June 23, 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 VI</b>	<b>Salary:</b>	<b>\$6,535 - \$8,778*</b>
<b>Position Title:</b>	<b>Intelligent Transportation Systems Unit Manager</b>	<b>Union Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Position Number:</b>	<b>PW416-23-10-304-40-01</b>	<b>IPR#:</b>	<b>41477</b>

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

Office of Planning & Programming / Bureau of Planning 201 W. Center Ct., Schaumburg, IL

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### Description Of Duties:

This position is accountable for developing policy and implementing procedures for the application of Intelligent Transportation Systems (ITS) in Illinois to achieve more effective utilization of the transportation systems. This includes technologies to be tested as well as implemented.

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### Special Qualifications:

#### Required:

- Valid driver's license
- Occasional statewide and out-of-state travel with overnight stays

#### Desired:

- Master's degree preferably with courses in business administration, economics, public finance, public administration and/or transportation engineering
- Three years of experience in public administration, economics, public finance and/or transportation engineering
- Knowledge of departmental responsibilities, processes, and operations
- Ability to present technical information to others with clarity and precision
- Knowledge of the Intelligent Transportation Systems (ITS) project planning process
- Strong Microsoft Excel and Microsoft Word skills

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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 was revised 6/1/17. The previous application form, revised 9/9/16, 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**

<b>DATE:</b>	October 24, 2016	<b>POSITION:</b>	Intelligent Transportation Systems Unit Manager
<b>APPROVED BY:</b>	<u>Bruce Carmitchel</u>	<b>OFFICE:</b>	Office of Planning & Programming Bureau of Planning
<b>CODE:</b>	PW416-23-10-304-40-01	<b>REPORTS TO:</b>	Planning Services Section Chief

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**Position Purpose**

This position is accountable for developing policy and implementing procedures for the application of Intelligent Transportation Systems (ITS) in Illinois to achieve more effective utilization of the transportation systems. This includes technologies to be tested as well as implemented.

**Dimensions**

Budget:	\$10 Million Annually
Federal Aid Programs:	\$4 Million Annually

**Nature and Scope**

This position reports to the Planning Services Section Chief, as do the Mapping and Information Systems Unit Manager, and the Transit Program Planning Unit Manager. Reporting to this position are ITS Program Specialists and ITS Program Assistant.

This position works with emerging technologies and addresses the typical problems of that environment. The incumbent must be knowledgeable of various ITS currently being applied and tested as well as emerging technologies proposed for testing and applications. S/He must determine which of these should be considered for use in Illinois and then establish demonstration programs to test these technologies. Additionally, the incumbent must insure that the various technologies being considered are compatible for testing in the same demonstration. Not only must the technologies be determined, but the agencies (industry, universities) to participate must be evaluated and selected. Another major problem is securing funding for resources to test and implement emerging technology. The position also works in developing regional and national standards which will be used by the Department.

The greatest challenge to this position is to select and test the various technologies to determine which can be implemented to achieve more effective utilization of the existing transportation system. This must be done in consultation with and consideration of local governments, adjacent states, and private sector interests.

This position has responsibilities which have major impact on state transportation programs, both highways and public transportation and on the reduction of congestion and improved safety throughout the state. Effective implementation of ITS technologies will make better utilization of existing facilities, reduce the demand for system(s) expansion, enhance the safety of the traveling public, and favorably affect the economic environment by reducing energy consumption and man-hours lost due to congestion. These impacts will extend beyond to the national and international environment. Achievements of this section will be used in helping development of national ITS policies and applications.

The incumbent is personally responsible for developing departmental policy and implementing procedures for the application of Intelligent Transportation Systems in Illinois to achieve more effective utilization of the transportation systems; for determining ITS applications throughout the state to help travelers adjust to route choices and other behaviors to reduce congestion and improve travel time; for developing, implementing and

managing ITS demonstrations to test various ITS technologies and theories; for maintaining personal knowledge of existing ITS applications, emerging technologies and proposed and on-going demonstrations throughout the world; for coordinating testing and implementation of ITS activities with appropriate agencies such as the Federal Highway Administration (FHWA), universities, private industry and transportation agencies; and for justifying resources to conduct ITS activities in Illinois to include financing, computer and communications systems, and staff. The incumbent represents the Department in ITS matters.

The position accomplishes its responsibility through the following staff: two ITS Program Specialists who manage individual elements of the ITS program and assist the ITS Section Chief in the accomplishment of his/her responsibilities, and an ITS Program Assistant who performs administrative support for the section.

This position has the authority to take actions as s/he deems appropriate to accomplish position responsibilities. S/He has authority to make direct contact with Department activities and the FHWA Division Office. The incumbent uses his/her discretion as to matters which should be referred to his/her superiors. The incumbent has the authority to evaluate and discipline personnel.

The incumbent has frequent contacts with all department-wide activities and individuals up through the Deputy Secretary of Program Development. Additionally, he/she has frequent contact with FHWA, universities, other states and private industry. This position requires occasional statewide and out-of-state travel with overnight stays.

The performance of this position can be measured by the degree of effectiveness the position accountabilities are accomplished.

***Principal Accountabilities***

1. Develops Department policy and implementing procedures for the application of Intelligent Transportation Systems (ITS) in Illinois to achieve more effective utilization of the transportation systems.
2. Determines ITS applications throughout the state to help travelers adjust to route choices, departure times and other behaviors to improve travel times. This includes technologies to be implemented as well as tested.
3. Develops, implements and manages ITS demonstration projects to test various ITS technologies and theories.
4. Maintains knowledge of existing ITS projects, applications, standards and emerging ITS technologies proposed and ongoing throughout the world.
5. Coordinates testing and implementation of ITS activities with all appropriate agencies such as FHWA, universities, private industry; and transportation agencies in Illinois.
6. Performs outreach and training to maintain IDOT's lead position in ITS, including participation on regional, statewide, multi-state, national and international ITS coalitions and task forces.
7. Organizes, trains, motivates, directs and evaluates personnel.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as required.