



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 1, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 2, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, October 16, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

TM VI Intelligent Transportation Systems Unit Manager
Bureau of Urban Program Planning
Office of Planning and Programming
Schaumburg

Attachments
40529

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, October 16, 2015**, 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.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager VI	Salary Range:	\$6,405 - \$10,800
Position Title:	Intelligent Transportation Systems Unit Manager	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW416-23-10-304-40-01	IPR#:	40529

Office/Central Bureau/District/Work Address:

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

Description Of Duties:

This position is responsible 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.

Special Qualifications:***The following criteria is required:***

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

The following criteria is desired:

- Knowledge, skill and mental development equivalent to a Master's Degree preferably with courses in business administration, economics, public finance, public administration 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 ITS project planning process
- Strong Microsoft Excel and Microsoft Word skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	December, 2013	POSITION:	Intelligent Transportation Systems Unit Manager
APPROVED BY:	<u>Susan Stitt</u>	OFFICE/DIVISION:	Office of Planning & Programming Urban Program Planning
CODE:	PW416-23-10-304-40-01	REPORTS TO:	Urban Program Planning Section Chief

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 Urban Program Planning Section Chief, as do the Mapping and Information Systems Unit Manager, the Transit Program Planning Unit Manager, the Air Quality Manager and an Executive Secretary I. Reporting to this position are the ITS System Specialists and ITS Program Assistant.

This position works with emerging technologies and faces 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. He/She must determine which of these should be considered of 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 the national 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, department times and other behaviors to improvement 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 demonstration 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: three ITS System 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 he/she deems appropriate to accomplish position responsibilities. He/She 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 subordinate personnel.

The incumbent has frequent contacts with all Department-wide activities and individuals up through the Deputy Secretary of Transportation. 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 project, 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 subordinate 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.