



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: July 25, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 29, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, August 11, 2016**. 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 Jennifer Sunderland or Denise Hamilton at 217/782-5594.

ET III

Display and Exhibit Specialist
Bureau of Business Services
Office of Finance and Administration
Springfield

Attachments
41199

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) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Thursday, August 11, 2016**, 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

Classification:	Engineering Technician III	Salary Range:	\$3,840 - \$6,775
Position Title:	Display and Exhibit Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW013-23-40-802-22-01	IPR#:	41199

Office/Central Bureau/District/Work Address:

Office of Finance and Administration/Bureau of Business Services/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for providing technical and creative support by designing, developing and maintaining office equipment/furniture, visual aids, displays, exhibits and technical-models that accurately portray and explain department programs and projects.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- Ability to lift and move various displays weighing 25-50 pounds
- Statewide travel which may require overnight stays

The following criteria is desired:

- Knowledge and skill equivalent to two years of college with emphasis in construction technology
- Five years of technical experience developing and creating technical models and graphic displays
- Professional level skill in the use of a wide variety of hand and power tools
- Previous construction experience working with wood, plastics and metal
- Ability to complete assignments in a timely effective manner to meet deadlines

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	May 15, 2015	POSITION:	Display & Exhibit Specialist
APPROVED BY:	<u>Lori Campbell</u>	OFFICE:	Finance and Administration/Bureau of Business Services
CODE:	PW013-23-40-802-22-01	REPORTS TO:	Exhibits Supervisor

Position Purpose

This position is accountable for providing technical and creative support by designing, developing and maintaining office equipment/furniture, visual aids, displays, exhibits and technical-models that accurately portray and explain department programs and projects.

Dimensions

Materials \$25 Thousand

Nature and Scope

This position reports to the Exhibits Supervisor.

This position designs and constructs visual aids, exhibits, displays and technical models that portray existing and proposed transportation projects and related financial and engineering data. With supervision, this position must be able to develop materials that accurately convey the department's intended message to its targeted audience. The position must be able to develop these materials, within rigid time constraints, with an attractive, contemporary, and businesslike appearance that portrays IDOT as a professional organization responsive to public concerns. The incumbent also performs office equipment/furniture repairs, reconditioning and construction in support of the various offices/division across the department and by special request from the Governor's Office.

The greatest challenge for this position is to choose a medium for the expression of a given concept that will facilitate effective communication. The most typical problem is to complete all assigned activities in a timely, effective manner to meet deadlines.

The incumbent is accountable for the design, construction and maintenance of often complex two- and three-dimensional visual aids, displays and technical models that depict department technical, administrative and financial activities. The incumbent must have a comprehensive knowledge of and experience in the graphic arts, be capable of exercising professional level skills using pencil, pen, brush, airbrush, collage and montage for illustration, and be proficient in design, layout, miniature and model making, sculpting, precision cabinetmaking in wood, plastics and metals, framing and matting, spray mounting, painting and spray painting, welding (flux core and tungsten). The incumbent is responsible for pick up and delivery of materials. S/He understands that safe work practices and cleanliness of the shop working areas are the responsibility of all employees

The incumbent has considerable latitude in creative expression, working under the general supervision of the Exhibits Supervisor. The incumbent is constrained by all departmental policies and procedures.

The incumbent works closely with bureau personnel and with the requestor of the current project, generally departmental personnel. Externally, the incumbent has contact with clients from other state agencies and with suppliers of materials and equipment. Statewide travel is required to perform these duties.

The effectiveness of this position can be measured by the ability of the incumbent to design, construct, deliver and set-up attractive professional visual displays that effectively communicate departmental programs under rigid time constraints.

Principal Accountabilities

1. Designs and constructs exhibits and displays that effectively communicate Department programs to targeted audiences.
2. Repairs, renovates and constructs office equipment/furniture as directed.
3. Demonstrates expertise with professional tools and techniques such that projects can be completed in a timely manner.
4. Supports the Facilities Improvement and Property Control unit in performing annual inventory and general warehousing duties as required.
5. Performs other duties as assigned.
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.