

**ILLINOIS DEPARTMENT OF NATURAL RESOURCES**

#5118

**AN EQUAL OPPORTUNITY EMPLOYER**  
**CAREER OPPORTUNITY BID NOTICE**

The Illinois Department of Natural Resources is inviting applications for the following position:

**Position Title:** Executive II **Monthly Salary Range:** \$4,873-\$7,392

**Position Location:** Office of Water Resources, 2050 West Stearns Road, Bartlett, IL 60103 (DuPage County)

**Work Schedule:** Monday-Friday 8:00am – 4:30pm, 1-hour lunch, Saturday & Sunday off

**Description of Duties**

Under general direction of the Statewide Programs Manager, organizes, plans, executes, controls and evaluates the National Flood Insurance Program (NFIP) coordination in the state with emphasis on the major metropolitan area of the six northeastern Illinois counties; assists, monitors and advises local communities in their floodplain management efforts to assure compliance with state and federal regulations and continued eligibility to participate in the NFIP; trains local officials in knowledge required for their floodplain management programs. Determines priorities for floodplain studies based on evaluation of changing hydrologic and land use conditions. Review hydrologic studies. Assists with post flood response and recovery efforts when significant flooding occurs. Reviews local government floodplain management ordinances for compliance with minimum standards of state (17 Ill. Adm. Code parts 3700 and 3708) and federal (44CFR part 50) requirements. Occasional travel is required.

**Desirable Education, Training and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in public administration. Requires two years of responsible administrative experience in a public or business organization; requires knowledge of and experience in land use or similar regulatory program. (Experience in floodplain management regulations at the state or local government level is preferred.) Requires ability to organize and prioritize workload and operate in an independent atmosphere. Requires strong oral and written communication skills; requires ability to read and interpret maps and other graphic and tabular data such as hydrologic studies. Requires ability to utilize word processing and spreadsheet computer programs. Requires a Certified Floodplain Manager (CFM) license.

**Where to Apply:** Paul Osman, CFM, Office of Water Resources, One Natural Resources Way, Springfield, IL 62702 (217) 782-4428

<b>Name</b>	<b>Address</b>	<b>Phone</b>
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(\*SEE NOTE)  
Bargaining unit employees interested in bidding for this position should complete a Bid Form, attach it to an application, and submit it directly to the name and address listed above. Bid Forms may be obtained at any Department of Natural Resources facility. Employees wishing to transfer must submit a Transfer Request and Bid Form before the last date to apply, listed below.

\*NOTE: In addition, employees who are interested in a promotion into this position must have a promotional grade. If you do not already have a promotional grade for this title, complete a Promotional Examination Application(CMS100B) and sent it directly to the Examining Division, 500 William G. Stratton Building, Springfield, Illinois 62706. In order to be considered for this vacancy, the CMS100B must be mailed to the Examining Division no later than the date listed below as the last day to apply.

The Department of Natural Resources does not discriminate on the basis of race, color, sex, national origin, age, religion, handicap, sexual orientation, marital or parental status, physical stature and/or any non-merit factor in admission, treatment or employment in programs or activities in compliance with the Illinois Human Rights Act, the Illinois Constitution, Title VI of the 1964 Civil Rights Acts, Section 504 of the Rehabilitation Act of 1973, as amended, and the U.S. Constitution. The Equal Employment Opportunity Office is responsible for compliance and may be reached at 217/785-0067.

**DATE POSTED:** April 18, 2017 **LAST DATE TO APPLY:** May 1, 2017