



STATE OF ILLINOIS
Natural Resources
One Natural Resources Way
Springfield, IL 62702-1271

<http://work.illinois.gov>

Invites applications for the position of:

EXECUTIVE II - OPT B1

An Equal Opportunity Employer

BID ID #: 12-64-5235

JOB TYPE: Full-Time

NUMBER OF VACANCIES: 1

PLAN/BU: RC062

SALARY

\$4,873.00 - \$7,392.00 Monthly

OPENING DATE: 08/30/17

CLOSING DATE: 09/13/17 05:00 PM

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

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 96 downstate 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. Assists with post flood response and recovery efforts when significant flooding occurs. Assists with implementation of State Flood Hazard Mitigation Program activities. 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.

MINIMUM REQUIREMENTS

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in geology, geography, hydrology, earth science, or 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.

WORK HOURS & LOCATION/AGENCY CONTACT

WORK HOUR

Monday – Friday, 8:30 am to 5:00 pm, 1-hour lunch, Saturday & Sunday off

WORK LOCATION

Office of Water Resources
One Natural Resources Way
Springfield, IL (Sangamon County)

WHERE TO APPLY

Department of Natural Resources
Attn: Paul Osman, CFM
Office of Water Resources
One Natural Resources Way
Springfield, IL 62702
Phone: 217-782-4428

Current State Employees: Submit an Official Position Vacancy Bid Form and CMS 100 Employment Application to the Agency Contact address listed above. A separate Bid form and Application is required for each Posting/Bid ID or your bid will be rejected. Current state employees seeking a promotion should also submit a CMS 100B Promotional Application to CMS (address found in upper right corner of CMS 100B form).

FAILURE TO COMPLETE AND SUBMIT THE NEW CMS-100 DATED 12/2013 OR NEWER, WILL RESULT IN YOUR APPLICATION BEING REJECTED.

EFFECTIVE IMMEDIATELY, FAXED APPLICATIONS ARE NO LONGER ACCEPTED.

If you are a current State employee wishing to transfer, you must submit an Employee Transfer Request and Bid Form. If no Employee Transfer Request form is submitted, you will not be considered for the position.

Non State Employees: Follow the HOW TO APPLY instructions/link below.

HOW TO APPLY**[Click Here for Applicant Information and Grading Procedures](#)**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Additional Documentation for Executive II:

Option B1 - Dept Natural Resources

[Class Specification](#)

[Additional Title and Exam Information](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.

APPLICATIONS MAY BE OBTAINED FROM:

<http://work.illinois.gov>

OR

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