

**Position Title:** Region 3 Illinois Regional Traffic Safety Liaison (TSL Region 3)

**Date Prepared:** October 24, 2024

### **Job Characteristic Duties and Responsibilities**

#### **Primary Function:**

The primary purpose of this position is to work on behalf of the Illinois Department of Transportation's Bureau of Safety Programs and Engineering (IDOT- BSPE) to decrease traffic-related injuries and fatalities by providing outreach services on a regional level covering Region 3 (map on page 3). This position will primarily support the Occupant Protection Program at IDOT but will also work with other BSPE programs such as Impaired Driving, Distracted Driving, Teen Driving, and other safety programs as requested by IDOT, 2300 South Dirksen Parkway, Springfield, Illinois.

#### **Overview of responsibilities:**

- 60%** Implement community-level traffic safety programs including but not limited to training new Child Passenger Safety (CPS) Technicians and providing continuing education opportunities for current CPS Technicians and Instructors. The incumbent will organize CPS classes each year, organize local car seat checkup events, educational programs for community groups, schools, churches, and businesses. Incumbent must be certified as a CPS Technician within six months of hire, and certified as a CPS Lead Technician Instructor within one year of hire. The incumbent will attend highway safety and injury prevention meetings, conferences, health fairs and events throughout the region and present IDOT's message at these events.
- 10%** Promote Click It or Ticket, Drive Sober or Get Pulled Over, Seat Check Saturday and other IDOT-sponsored campaigns by distributing promotional materials and participating in earned media opportunities. Work with Law Enforcement Liaisons, IDOT and the Occupant Protection Coordinator to help coordinate these events from both an enforcement and non-enforcement perspective. Assist the IDOT Evaluation Unit with preparing safety observations as needed. Contact local and regional newspapers for earned media during safety mobilizations.
- 5%** Develop, edit review publications, websites and social media related to safety programming, specifically [www.buckleupillinois.org](http://www.buckleupillinois.org). Incumbent will assist Statewide Occupant Protection Coordinator with review and dissemination of materials within their region.
- 5%** Serve as point-of-contact for local projects, classes, and publications as necessary.
- 5%** Maintain database/listserv of CPS Technicians, traffic safety advocates and local organizations and provide materials and public education as appropriate.
- 5%** Participate in local, regional, and state traffic safety organizations.
- 5%** Network and build partnerships with community organizations such as churches, childcare centers, and health departments to promote and achieve traffic safety goals.
- 5%** Monthly grant paperwork and other duties as assigned directly related to the goals and objectives of IDOT's Occupant Protection program.

**Qualifications/Minimum Education and Work Experience:**

- Bachelor’s degree in a field related to law enforcement, public health, or education *preferred* or equivalent training and work experience.
- Certified Child Passenger Safety Technician *preferred* or must become one within six months of hire.
- Child Passenger Safety Lead Technician Instructor *preferred* or must be willing to obtain certification within one year from becoming a technician or start date.
- Three or more years of relevant safety education or program delivery are required.
- Extensive knowledge of traffic safety issues and evidence-based teaching practices is necessary.
- Excellent organizational, written, and oral communication skills are also required.
- Ability to manage a budget for car seat purchases and distribution.
- Must have the capability to plan and manage volunteer technicians to work car seat check events and staffing instructors for classes.
- The candidate must be willing to travel up to 25% of the time, occasional nights and weekends.
- A demonstrated proficiency with Microsoft Office software with an emphasis on MS Word and Excel is essential.
- Must be able to stand for periods of time throughout the workday, be able to lift up to 60 pounds by yourself, and ability to unload and load trailers.
- A valid driver’s license.
- Reliable transportation with the capability to tow a trailer is required.
- Must have the capability to find a location to store a trailer and car seats.

**Program Supervisor:**

ILACP Executive Director

**Employer:**

The incumbent will operate as an Illinois Association of Chiefs of Police Foundation (ILACPF) employee, grant-funded to work as a Traffic Safety Liaison with IDOT-BSPE.

**Salary:**

\$65,277 Annually + a benefits package to include vacation time, sick time, personal time, health insurance, Simple IRA match, social security, unemployment, and workers comp.

**Position Time Period:** November 1, 2024 – September 30, 2025

This position is a grant-funded, temporary (one-year), full-time (0% to 100%, 12-month) appointment, subject to renewal at the beginning of each new Federal Fiscal Year.

**Region 3 Consists of the Following Counties:**

Jo Daviess, Stephenson, Winnebago, Boone, Carroll, Ogle, Whiteside, Lee, Dekalb, Rock Island, Henry, Bureau, LaSalle, Mercer, Henderson, Warren, Knox, Stark, Marshall, Putnam, and Livingston counties.

**How to Apply:**

Email cover letter, resumé, and contact information for five (5) work-related references by **5 p.m. on November 15, 2024**, to ILACP Executive Director Kenny Winslow at [kenny@ilchiefs.org](mailto:kenny@ilchiefs.org) and ILACP Deputy Director AJ Bailey at [aj@ilchiefs.org](mailto:aj@ilchiefs.org) with TSL Region 3 in the subject line. Please courtesy copy Carmen Elliott at [carmen@ilchiefs.org](mailto:carmen@ilchiefs.org).

All application documents must be sent as Word or PDF files.

The Illinois Association of Chiefs of Police is an Equal Opportunity Employer.

**FY24 TSL REGIONS**

