



*Bringing People and Nature Together*

# Forest Preserve District

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## OF WILL COUNTY

17540 W. Laraway Road / Joliet, IL 60433  
815.727.8700 / fax 815.722.3608  
*ReconnectWithNature.org*

JOE VANDUYNE, President  
RACHEL VENTURA, Vice President  
MICA FREEMAN, Secretary  
TYLER MARCUM, Treasurer

### POSITION ANNOUNCEMENT

#### IT APPLICATIONS SPECIALIST

The Forest Preserve District of Will County is accepting resumes for a full-time IT Applications Specialist to join the Information Technology Department at the Sugar Creek Administration Center in Joliet, Illinois.

This position will be responsible for supporting various business applications with focus on Microsoft collaboration products such as SharePoint, Teams, Forms, Lists, Planner, as well as integrating and building solutions utilizing the Microsoft Power Platform. This position will help identify opportunities where new or existing technology tools can improve ways of working across the organization and implement defined solutions to help modernize current business processes. See the attached Position Opening outlining the specific position duties, education, training, experience, physical/mental requirements, and necessary special requirements.

Resumes will be accepted until: **May 14, 2021 at 4:00 p.m.**

Please submit a cover letter and resume to:

Donna Suca, Director of Human Resources  
Forest Preserve District of Will County  
17540 W. Laraway Road  
Joliet, Illinois 60433  
815.722.5667 (desk)  
[dsuca@fpdwc.org](mailto:dsuca@fpdwc.org)

The Forest Preserve District of Will County does not discriminate against individuals on the basis of race, color, gender, national origin, age, or disability. In offering employment opportunities to the public, the Forest Preserve District will make reasonable modifications to ensure that all people have an equal opportunity. To request this document in large print, audio, or Braille, contact the Director of Marketing and Communications, Sugar Creek Administration Center, 17540 W. Laraway Road, Joliet, IL 60433; [comments@fpdwc.org](mailto:comments@fpdwc.org); 815.722.9383 (voice); 800.526.0844 (TDD). Requests should be made at least 48 hours in advance. While the Forest Preserve District of Will County will make every effort to meet requests in a timely fashion, some requests may take longer than others to fulfill. Persons believing that they have been discriminated against by the Forest Preserve District of Will County may file a complaint alleging discrimination with the Forest Preserve District or the Office of Civil Rights, U.S. Department of the Interior, [www.doi.gov](http://www.doi.gov)

**FOREST PRESERVE DISTRICT OF WILL COUNTY  
JOB DESCRIPTION**

**TITLE: INFORMATION TECHNOLOGY APPLICATIONS SPECIALIST**  
**DEPARTMENT: INFORMATION TECHNOLOGY**  
**FLSA STATUS: EXEMPT** **DATE: 2021**

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**BASIC FUNCTION**

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Under the direction and supervision of the Director of Information Technology, the IT Applications Specialist will help identify opportunities where new or existing technology tools can improve ways of working across the organization and implement defined solutions to help modernize current business processes. This position will be responsible for supporting various business applications and Microsoft collaboration products such as SharePoint, Teams, OneDrive for Business, Forms, Lists, Planner, as well as designing, integrating and building solutions utilizing the Microsoft Power Platform.

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**ORGANIZATIONAL RELATIONSHIPS**

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Reports to:	Supervises:
<ul style="list-style-type: none"><li>• Director of Information Technology</li></ul>	<ul style="list-style-type: none"><li>• None</li></ul>

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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- Manage SharePoint by creating and maintaining site collections, sites, and pages including departmental sites, document libraries, workflows, permissions, and related responsibilities;
- Manage Teams environment, including creating and structuring channels, applying membership permissions, managing privacy levels and guest access for content security;
- Work with Director of IT and interact with various District personnel to identify opportunities where collaboration tools can be implemented and manual processes can be automated to enhance business processes across the organization;
- Develop new PowerApps model-driven apps and canvas apps as well as enhance existing PowerApps. Coordinate with consultants to handle complex solutions or designs;
- Design and implement Power Automate workflows to improve productivity and business processes;
- Integrate Power BI Reports and dashboards into PowerApps;
- Integrate services across the MS O365 platform as well as other cloud-based applications;
- Develop and deliver end user training and create supporting documentation;
- Investigate, evaluate, and recommend new technologies which may benefit the District;
- Support existing or future enterprise applications as required;
- Optimize and automate various business processes and IT related tasks by using SQL commands, Windows PowerShell scripting, etc.;

**Other Duties:**

- Work with the IT staff and consultants to troubleshoot and resolve technical problems/issues;
- Assist with end user IT work order requests;
- Responsible for keeping Director of Information Technology apprised on any outstanding system related issues, security issues, new requirements, or resource needs;
- Maintain KB documentation as it relates to application functions, maintenance and system architecture;
- Work with Director of Information Technology to establish and execute IT goals and objectives that support the District's vision;
- Perform other duties as assigned by the Director of Information Technology.

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**KNOWLEDGE, SKILLS AND ABILITIES**

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**Required Skills:**

- Demonstrated experience with Microsoft O365 including SharePoint;
- Experience with scripting/automation (PowerShell, VBA, etc.);
- Solid understanding of computer systems (hardware/software), networks, etc.;

**Preferred Skills:**

- Understanding of role-based security and permissions;
- Experience with Microsoft Power Automate and Power Apps a plus;
- Experience with Microsoft Access a plus;
- SQL skills including understanding of table structure, query writing and report generation;
- Experience with API or rest services integrations and understanding of how to implement solutions with multiple data sources a plus;

**Other Skills:**

- Self-motivated and enthusiastic work ethic;
- Strong customer service skills with ability to communicate in a positive, friendly, and professional manner;
- Strong analytical skills and a demonstrated ability to troubleshoot problems;
- Ability to grow with the position as the District expands to utilizing new technologies;
- Ability to acquire technical and business process knowledge and skills quickly;
- Must be a team player.

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**TRAINING AND EXPERIENCE**

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- Bachelor of Science degree in Information Technology or related field preferred, or the equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities;

- Professional certification(s) in related Microsoft O365 field a plus;
- Minimum two (2) years working in a technical role;
- A valid driver's license is required.

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## **WORKING ENVIRONMENT AND CONDITIONS**

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Work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity: Ability to lift and move computer equipment, boxes, etc. of up to 50 lbs;

Physical Effort: Some bending, kneeling, crouching, crawling and retrieving items off of floor, under desks, and off of shelves. Perform repetitive hand/arm movements as when working on a calculator or computer keyboard;

Working Conditions: Office setting; noise level in this job is usually moderate;

Other Information: This position includes the option of working a maximum 16 hours of remote work during each work week, subject to supervisor approval. There is no guarantee or set days for working remotely;

Hazards: Negligible

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## **PAY RANGE AND ANNUAL SALARY**

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Actual starting salary will be between Minimum and Midpoint, commensurate with experience and qualifications. Other benefits include: full medical and dental insurance; Illinois Municipal Retirement Fund; paid holidays (12), and vacation accrual. Sick leave accumulation. Smoke-free workplace.

Pay Range: Grade 10

Minimum: \$ 48,153.00

Midpoint: \$ 57,783.00

Maximum: \$ 69,339.00