

## Computer Aided Design Specialist (Service Clerk)

### Summary of Duties:

Under the direction of the Senior Management Coordinator, provides or oversees direct and indirect collection of information to update records regarding parking capacity and daily use at Metra commuter stations, system-wide, including computer mapping updates of commuter parking facilities at each station. Performs other related duties as needed to meet the on-going needs of the organization.

### Minimum Acceptable Qualifications:

- Bachelor's Degree in Urban/Regional Planning, Engineering, Geography, Statistics, Information Systems or related area **OR** in lieu of degree, any combination of education and experience in urban/regional planning, engineering, geography, statistics or information systems equal to four (4) years.
- In addition to #1, a minimum of two (2) years of experience in urban, regional or transportation planning including computer mapping experience, or other field requiring similar technical skills, is required.
- Working knowledge and experience with computer-aided design (CAD), is required. Experience using MicroStation v8, is preferred. A portfolio of past work using CAD from previous school or work-related projects is required to be submitted with resume.
- Proficiency in Microsoft Word and Excel is required. Experience with MS Access and PowerPoint is preferred.
- Must possess excellent oral and written communications skills and have the ability to work independently as well as with a team.
- Knowledge of the six-county Metra service area and ability to read maps is required.
- Must possess and maintain a valid driver's license.

**All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.**

### Other Important Information:

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

**If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:**

E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

Metra / 547 W. Jackson Blvd. / Chicago, IL 60661