



JOB ANNOUNCEMENT

BID/JOB ANNOUNCEMENT

PROJECT COORDINATOR

CHICAGO DEPARTMENT OF AVIATION

CDA/IT Section

Number of Positions: 1

(Additional vacancies possible pending budget approval)

Starting Annual Salary: B14, \$75,336.00/year

This position is open to the public and all current City employees covered under the City's collective bargaining agreement with AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) – BARGAINING UNIT 1, 3, 4 & 5. Only employees in City job titles in this bargaining unit are eligible to bid.

BID INSTRUCTIONS: Apply on the bid site: <https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> AND

1. Check the box on your profile titled "Currently employed by the City of Chicago"
2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')
3. Select your correct bargaining unit

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION

Applications for this position will be accepted from 7/21/26 until 11:59pm CDT on 8/4/26

The Project Coordinator supports IT and Telecommunications initiatives across the Chicago Department of Aviation environment serving both O'Hare and Midway International Airports.

ESSENTIAL DUTIES

- Assists in coordinating technology projects across multiple technical teams including network, server, and desktop support.
- Tracks project tasks and timelines
- Coordinate with internal teams, vendors, and City departments,
- Conducts site walkthroughs when necessary and maintains project documentation and status updates.
- Ensures projects are implemented efficiently while supporting operational requirements within the airport environment.
- Commutes between airports (Midway and O'Hare) independently in a CDA vehicle

Additional duties may be required for this position.

Location: 8420 W. Bryn Mawr, Chicago, ILL

Days: Monday-Friday

Hours: 8:30 AM to 4:30 PM

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

- Graduation from an accredited college or university with a Bachelor's degree, PLUS three (3) years of work experience performing or supporting project or program administration functions

Should the above criteria not be fulfilled, the following options are acceptable:

- Seven (7) years of work experience performing or supporting project or program administration functions
- Graduation from an accredited college with an Associate's degree, PLUS five (5) years of work experience performing or supporting project or program administration functions
- Graduation from an accredited college or university with a Master's degree or higher, PLUS two (2) years of work experience performing or supporting project or program administration functions

Preference will be given to candidates possessing a Valid State of Illinois Driver's License

The candidate selected for hire must pass an airport background check and a Security Threat Assessment (STA)

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SELECTION REQUIREMENTS

This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

For Information on our employees benefits please visit our benefits website at:

<https://www.chicago.gov/city/en/depts/fin/benefits-office.html>

For Information on our salary and title structure visit our classifications website at:

https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/JobClassification/2025_Classification_and_Pay_Plan.pdf

APPLICATION EVALUATION: Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*** To learn more about our hiring practices [click here.](#)

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity, Military Friendly, and Fair Chance Employer.

City of Chicago

Brandon Johnson, Mayor

Here is the link to the City of Chicago website:

<https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang>

[Job Search - Basic Search - Taleo](#)

FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA

1. Visit flychicago.com/jobs or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Project Coordinator – IT**

Project Coordinator - IT (O'Hare)

\$75,336.00

Job #416272

07/21/26 - 08/04/26

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. Job postings will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)