



# **The JULIE Coordinator**

- *Primary Role*

## THE JULIE COORDINATOR

### PRIMARY ROLE

Each JULIE member company designates a person to be the coordinator. This person serves as the main contact between their organization and JULIE, Inc.

The coordinator's primary responsibilities are:

- *Discuss and cooperate in the solution of any problem that may arise between that member and the JULIE system.*
- *Distribute all relevant JULIE information to the alternate coordinate coordinator and other key personnel within the company.*
- *To notify JULIE of changes to the contact information for the coordinator or any alternate coordinates.*

The coordinator or any designated alternate coordinators are the only people authorized to request changes to the JULIE databases for a member company.

A note to municipal coordinators--whenever new subdivisions are added to your municipality, maps of the new area should be forwarded to the JULIE Data Department. This new information will be added to your street database.

All coordinator contact changes, including new contacts, as well as new municipal maps should be sent to: JULIE, Inc.; 3275 Executive Drive; Joliet, IL 60431; Attn: Data Department.