



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: April 7, 2017

Attached are the Position Summary Sheet and Position Description for the Seasonal Technician Trainee Intern position listed below. Please post this vacancy announcement April 10, 2017, in the designated areas.

The deadline for applying for this position is **4:30 p.m. on Friday, April 21, 2017**. Applicants **will not** be accepted after that time and date.

Applicants must submit the materials below to the Bureau of Personnel Management, 2300 S. Dirksen Parkway, Room 113, Springfield, IL 62764, no later than 4:30 p.m. on Friday, April 21, 2017.

- Signed and completed Application for Seasonal Technician Trainee Intern (PM2420)
- CMS284A Authorization for Release of Criminal Information
- CMS284B Self-Disclosure of Criminal History
- Official College Transcript(s) embossed in a sealed envelope

Applicants may also e-mail these materials (PM2420, CMS284A and CMS284B) to Dot.SummerApplications@Illinois.gov. College/Universities must submit Official College Transcript(s) in PDF format to: Dot.SummerApplications@Illinois.gov.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-4665.

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Seasonal Technician Trainee Intern
Office of Intermodal Project Implementation
Chicago

Attachments

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	3/14/17	POSITION:	Seasonal Technician Trainee Intern
APPROVED BY:	Linda Straube	OFFICE:	Intermodal Project Implementation
CODE:	PW010-23-80-001-00-44	REPORTS TO:	Administrative Manager

Position Purpose

This position is accountable for assisting in the routine processing of grant materials and the preparation of statistics and data used in development and processing of public transportation operating assistance and capital improvement grants.

Dimensions

Number of Office staff	35-45
Grants Administered by Office	250+ annually
Dollars Administered by Office	500+ Million Annually

Nature and Scope

This position reports to the Administrative Manager but may receive guidance from other staff on a project basis.

The Office of Intermodal Project Implementation is responsible for developing and administering comprehensive public transportation programs which contribute to effective regional public transportation services. The incumbent provides administrative support as required. This position maintains records and assembles information necessary to manage state/federal public transportation capital improvement grants. This includes the preparation of statistical data and assisting in the preparation of contracts, plans, specifications and estimates on equipment purchases.

Typical problems involve ensuring accurate and complete recording of documented material for grant activities. The greatest challenge is recording all grant activities to facilitate in the monitoring of grant programs in a timely fashion.

This position is personally accountable for maintaining an up-to-date log of the grant process. The incumbent maintains accurate files and complete records of program activities. S/He prepares standardized form reports. This position assembles information necessary to manage state/federal public transportation capital improvement grants including the preparation of contracts, plans, specifications and estimates on equipment purchases.

This position has latitude to accomplish responsibilities. Matters of a unique nature are referred to the supervisor with recommendations for resolution. This position is constrained by departmental rules and regulations.

Internal contacts include Office staff, the Office of Planning and Programming and the Office of Finance and Administration. External contacts include staff of transit carriers, architectural/engineering firms, construction contractors, and metropolitan planning organizations.

The effectiveness of this position is measured by the timely recording of record grant activities as well as the accuracy of information provided to assist in grant management activities.

Principal Accountabilities

1. Maintains an up-to-date log of the grant process.
2. Maintains accurate files and complete records of program activities.
3. Prepares standardized form reports.
4. Assembles information necessary to manage state/federal public transportation capital improvement grants including the preparation of statistical data with respect to traffic studies and demand analysis.
5. Assists in the preparation of contracts, plans, specifications and estimates on equipment purchases.
6. Performs other duties as assigned.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.