



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: May 5, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 8, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, May 19, 2017**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM VI

Grants Administration Section Manager
Bureau of Business Services
Office of Finance & Administration
Springfield

Attachments
41262

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Friday, May 19, 2017**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager VI	Salary Range:	\$6,535 - \$11,020
Position Title:	Grants Administration Section Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW416-23-40-804-00-01	IPR#:	41262

Office/Central Bureau/District/Work Address:

Office of Finance and Administration/Bureau of Business Services/2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for the oversight of processing and awarding of state/federal transportation grants and non-construction agreements for the Department as well as the provision of technical assistance related to grant applications, awards, and compliance monitoring.

Special Qualifications:

Required:

- Valid driver's license
- Occasional travel

Desired:

- Master's degree preferably with course work in business/public administration or the equivalent in training and experience
- Three years' experience in grants administration and/or compliance
- Ability to implement policy within areas of assigned programs
- Ability to develop and maintain effective working relationships among diverse groups of professional and technical personnel
- Ability to plan, develop, implement and evaluate assigned departmental programs in order to attain assigned objectives

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 8, 2016	POSITION:	Grants Administration Section Manager
APPROVED BY:	<i>Karen Shoup</i>	OFFICE:	Finance and Administration/Bureau of Business Services
CODE:	PW416-23-40-804-00-01	REPORTS TO:	Bureau Chief

Position Purpose

This position is responsible for the oversight of processing and awarding of state/federal transportation grants and non-construction agreements for the Department, as well as the provision of technical assistance related to grant applications, awards, and compliance monitoring.

Dimensions

Staff	2 Direct; Up to 6 Indirect
Grant Agreements:	\$400 Million
Total Value of Agreements:	\$55 Million
Compliance Reviews:	10-20
Special Reports:	20-30

Nature and Scope

This position reports to the Bureau Chief of Business Services. Reporting to this position are the Grant Administration Managers.

This position is responsible for the oversight of processing and awarding of state/federal transportation grants and non-construction agreements for the Department, as well as the provision of technical assistance related to grant applications, awards, and compliance monitoring. The incumbent develops and implements operational procedures to provide for the execution of grant agreements. This position requires a thorough knowledge of applicable state/federal grant rules and requirements, as well as IDOT grant-funded projects and programs.

The major challenge of this position is to effectively resolve sensitive issues that may arise during the accomplishments of responsibilities and to engage a leadership role in the department's capital and operations grant management initiative. Typical problems involve the integration of different activities into a unified whole capable of achieving the objectives with the allocated resources.

The incumbent is responsible for the oversight and coordinator of activities which provide effective execution of grant agreements, as well as monitoring grantee compliance with grant agreements and maintenance/reporting of grant activity data. The incumbent develops and implements departmental procedures for all facets of grant awards. The incumbent directs staff in the collection and reporting of grant administration data and statistics. The incumbent oversees the review and analysis of proposed changes or revisions to state/federal grant requirements.

The position personally ensures the maintenance of documentation to support the appropriate grant awards and non-construction agreements. When necessary, s/he directs the activities of grantees to ensure compliance with agreements and formally communicates with grantees to resolve non-performance/compliance issues. The incumbent periodically directs reviews of grantee performance to ensure compliance with agreements. S/He oversees the review and processing for reimbursement of all grants for where federal reimbursement is applicable. The incumbent oversees the facilitation of compliance audits of federal grants.

The incumbent accomplishes accountabilities with the assistance of the Grant Managers and Grant Administrators who manage the processing and awarding of capital and operations project state/federal transportation grants.

The incumbent is in frequent contact with directors and management staff within the Offices Planning and Programming, Intermodal Project Implementation and other IDOT offices administering grant-funded programs. External contacts include regional and program directors of the Federal Highway Administration, the Federal Transit Administration, Federal Aviation Administration, National Highway Traffic Safety Administration, municipal councils, and local government planning commissions. Travel may be required.

The incumbent has wide latitude in directing daily activities to accomplish assigned goals and objective. The incumbent has wide latitude in solving problems related to ongoing grant administration section activities. S/He is constrained by departmental/state/federal guidelines and regulations.

The effectiveness of this position is measured by the successful oversight of processing departmental grants and non-construction agreements, the resulting completion of grant-funded transportation programs, and the continuance of positive working relationships between the Department and grantee.

Principal Accountabilities

1. Oversees the direction of the preparation and execution of grant agreements and non-construction agreements to ensure completion of specific transportation programs.
2. Oversees the reporting of grantee recipient performance and directs correction of noted instances of agreement non-compliance.
3. Oversees the monitoring of revisions of state/federal regulations governing transportation grants and non-construction agreements and advises of the revisions' impacts on departmental programs.
4. Formulates, implements, and communicates grant processing and award procedures.
5. Oversees the facilitation of audit processes and ensures accurate reporting of audit findings and required department responses.
6. Performs other duties as required.
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.