



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 6, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 7, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, April 20, 2017**. Applicants will not be accepted after that time and date.

NOTE: 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 V

MFT Program Manager
Bureau of Local Roads & Streets
Office of Program Development
Springfield

Attachments
41446

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 **Thursday, April 20, 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: 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.



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager V	Salary:-	\$6,020 - \$8,115*
Position Title:	MFT Program Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW415-23-65-402-14-01	IPR#:	41446

Office/Central Bureau/District/Work Address:

Office of Program Development/Bureau of Local Roads & Streets/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for quality control/assurance, directing and assisting district Local Roads and Streets (LRS) with compliance review including oversight of improvements funded with Motor Fuel Tax (MFT) funds, Township Bridge Program funds, General Obligation Bonds, MFT Tax Bonds, Special Assessments, federal funds, and other special funds provided by the department to all Local Public Agencies (LPAs); providing technical support, advice, and education for the ongoing use, maintenance, and enhancement of the MFT Access database, researching and coordinating the integration and/or access to other programming or project related databases both within and outside the department; and assisting counties, municipalities, and townships or road districts in developing applications to track funding received from the department. This position may also serve on several committees within and outside of the department.

Special Qualifications:

Required:

- Statewide travel which may include overnight stays
- Valid driver's license

Desired:

- Four years of college preferably with courses in business/public administration, information systems field development or finance/accounting
- Seven years of experience in business/public administration, research, public finance or accounting activity
- Working knowledge of Microsoft Office Suite, and managing PC applications
- Strong oral and written communication skills, and ability to make presentations to large groups
- Ability to maintain harmonious relationships with employees, agency officials, and general public
- Ability to plan, organize and execute administrative or technical program requirements

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	9/21/2016	POSITION:	MFT Program Manager
APPROVED BY:	<u>Maureen E. Kastl</u>	OFFICE:	Program Development/Bureau of Local Roads and Streets
CODE:	PW415-23-65-402-14-01	REPORTS TO:	Local Projects Support Manager

Position Purpose

This position is accountable for quality control/assurance, directing and assisting district Local Roads and Streets (LRS) with compliance review including oversight of improvements funded with Motor Fuel Tax (MFT) funds, Township Bridge Program funds, General Obligation Bonds, MFT Tax Bonds, Special Assessments, federal funds, and other special funds provided by the Department to all Local Public Agencies (LPAs). This position directs and assists in training for district LRS and their Document Compliance Reviewer(s); and with the district LRS also directs training and assists LPAs, both urban and rural, in the proper documentation of improvements financed with funds provided by the Department and educating them on changing statutes, policies, regulations, and programs. This position is responsible for ensuring all LPAs are in compliance with the Government Accountability and Transparency Act (GATA).

Dimensions

Motor Fuel Tax Funds:	\$ 550 Million Annually & Varies
Federal & State Funds:	\$ 350 Million Annually & Varies
Mileage of System Handled:	128,879 Miles
Number of Local Agencies:	2,850 & Varies (102 Counties, 1,457 Townships, 1,297 Municipalities)
Township Bridge Projects:	250 Annually; 1,000 Active

Nature and Scope

This position reports to the Local Projects Support Manager.

This position is responsible for directing quality control/assurance, policy, training, and oversight of Central Local Roads and Streets and District LRS personnel who perform compliance reviews of required documentation of LPAs in the disbursements of MFT funds, Township Bridge Program funds, General Obligation Bonds, MFT Bonds, Special Assessments, federal funds, and other special funds provided by the Department. This documentation includes but is not limited to appropriating resolutions, engineering agreements and payments, contract awards, contract payments, invoices, maintenance program, bank records, and the review of closeout documentation for each section. This responsibility also includes oversight of compliance reviews which monitor and track from a variety of source documents, all receipts received by the LPA, including monthly allotments, grants, earned interest, and reimbursements received from the Department, along with disbursements made by the LPAs from these funds. This position may serve on several committees within and outside of the Department.

The greatest challenge for this position will be dealing with a broad range of users (bureau, district, and LPAs), each having varying and often conflicting information needs. Therefore, s/he must interface with these users, clearly define and resolve problems, and devise, prioritize, and implement acceptable, efficient, and effective solutions. A major challenge facing the incumbent will be to provide quality control/assurance and oversight for compliance with Illinois State Statutes, Department policy, and federal regulations related to the various funding programs provided by the Department in which the LPA participates. The incumbent will oversee tracking and accurate reporting of funds for the LPAs, as well as monitoring of the numerous improvements funded by funds provided by the Department, to ensure early conclusion and acceptance of the projects.

Compliance reviews ensure Illinois State Statutes, Department Policy, and federal regulations are followed. This position will provide oversight for district Local Roads personnel who advise and assist the LPA officials responsible for the funds provided by the Department to minimize and eliminate irregularities or noncompliance. This position may accompany, and perform quality control reviews of, district LRS personnel in performing both on-site and off-site detailed compliance reviews of the disposition of Motor Fuel Tax funds, Township Bridge Program funds, General Obligation Bonds, Motor Fuel Tax Bonds, Special Assessments, federal funds, and other special funds provided by the Department for all Local Public Agencies in the district, which include municipalities, road districts, and counties. This position provides guidance and oversees training to District LRS and LPAs in (1) the proper utilization of funds provided by the Department, (2) the effective use of new legislation, (3) the establishment and maintenance of annual short and long range planning programs, (4) the interpretation and application of existing and new information, policies, and procedures, (5) identifying problem areas that might affect new funding, and (6) providing assistance in resolving problem areas associated with Audit Reports from the Bureau of Investigations and Compliance. This position is responsible for the Local MFT Access Databases, which include databases for tracking County MFT funds, Road District MFT Funds, Township Bridge Funds and Municipal MFT Funds. S/He is accountable for knowledge in the use and maintenance of these systems; for providing system enhancements; for the education of the LPAs, district and central office personnel in the use of the systems; and for assisting local agencies in developing useable systems to track funding received through the Department. This position ensures the efficient and effective use of the Bureau's MFT database system used in the planning/programming, project development, and financial integrity of local projects. This position requires an extensive knowledge of the field of electronic data processing. In addition, this individual must comprehend the related planning, programming, and project information needs of the MFT program, District LRS offices, and LPAs. This position is also accountable for providing technical support, advice, and education for the ongoing use, maintenance, and enhancement of the MFT Access database; for researching and coordinating the integration and/or access to other programming or project related databases both within and outside the Department, and assists counties, municipalities, and townships or road districts in developing applications to track funding received from the Department.

This position accomplishes accountabilities with the assistance of the MFT Compliance Technician which provides user and management reports for fiscal, prior and past lettings, and close-out status information on all federal, MFT, Township Bridge, and certain other State-funded local agency projects. S/He assists with policy, training and oversight of Central Local Roads and Streets and district Local Roads personnel for the compliance reviews of required documentation of LPAs in the disbursements of Motor Fuel Tax funds, Township Bridge Program funds, General Obligation Bonds, Motor Fuel Tax Bonds, Special Assessments, federal funds, and other special funds provided by the Department.

The incumbent has the authority to research and define problems in an independent manner and to recommend solutions to the Local Projects Support Manager. The incumbent refers to the supervisor only for general direction on major issues – day-to-day issues are handled autonomously. Decisions and recommendations made by the incumbent can have great impact on the effectiveness of compliance reviews and funding issues.

Internal contacts include managers and staff within the Unit and Bureau, District LRS offices, and the Bureau of Information Processing. External contacts include LPAs and FHWA. This position will require travel to district and local agency offices, conferences, and to attend or provide training courses.

The effectiveness of the position is measured on the basis of accurate record keeping, availability of current information in the MFT system, timely review of compliance reviews performed by district personnel, training given to District LRS and LPAs, and communication with District LRS and LPAs, minimizing any irregularities or non-compliance in the required documentation for disbursements and receipts of funds. It is further measured by the ability to maintain knowledge of changing statutes, legislation and policies, to provide training

of the MFT Access databases to all end users, provide necessary enhancements, and work with the district LRS and LPAs providing training to ensure a working knowledge of funding provided by and through the Department.

Principal Accountabilities

1. Innovates and enhances the present MFT Access Databases to meet changing needs. Encourages, promotes, and coordinates the integration of the MFT Access database system within IDOT and LPAs to expand and share useable data.
2. Manages/provides technical support, advice, and education to maximize use of the LPAs', Districts', and Local Roads' information systems. Assists LPAs in the use of MFT Access databases and helps in development of methods of tracking funding received by and through the Department.
3. By use and oversight of the MFT system, allows maintenance of MFT records, which includes compliance reviews of receipts and disbursements of state and federal funds.
4. Provides quality control/assurance and oversight of the compliance reviews performed by the District LRS. Promote uniformity of all compliance reviews. Establishing a schedule to complete all compliance reviews statewide in a timely manner.
5. Monitors projects for compliance with Bureau of Local Roads & Streets policies, Illinois State statutes, federal regulations, and procedures.
6. Coordinates policy and procedure changes and new programs with the district LRS and LPAs.
7. Monitors compliance review issues and tracks to ensure all issues are resolved in a timely manner.
8. Disseminates policy for the review of audit reports done by other bureaus/offices/agencies with the District LRS and LPAs. Manages and monitors corrective action required by such audits, and by the Bureau of Local Roads and Streets or the Bureau of Investigations and Compliance.
9. Works with the district LRS and LPAs to provide oversight of the preparation of course material, and participates in training of Department and LPA personnel.
10. Serves on various committees within and outside of IDOT.
11. Other duties assigned.
12. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.