



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: April 14, 2017

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 17, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, April 28, 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 IV                      Transit Operating Program Manager - Southern  
Office of Intermodal Project Implementation  
Bureau of Transit Operations  
Springfield

Attachments  
41842

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Friday, April 28, 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

|                         |  |                        |   |
|-------------------------|--|------------------------|---|
| <b>Classification:</b>  | <b>Technical Manager IV</b>                        | <b>Salary:</b>         | <b>\$5,015 - \$7,085*</b>   |
| <b>Position Title:</b>  | <b>Transit Operating Program Manager- Southern</b> | <b>Union Position:</b> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Position Number:</b> | <b>PW414-23-80-601-00-01</b>                       | <b>IPR#:</b>           | <b>41842</b>  |

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### Office/Central Bureau/District/Work Address:

Office of Intermodal Project Implementation/Bureau of Transit Operations/2300 S. Dirksen Parkway, Springfield, IL

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### Description Of Duties:

This position is responsible for the review, analysis, and program management of public transportation operating assistance grants in the southern portion of the state of Illinois; provides assistance to urban and rural communities with various populations with grant management, grant-related issues, technical assistance, and meeting the federal and state program compliance requirements and managing the Rural Transportation Assistance Program (RTAP). In addition, this position assists the Section Chief Transit Operating - Southern in managing the day-to-day grant activities associated with state and federal operating assistance programs.

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### Special Qualifications:

#### Required:

- Valid driver's license
- Statewide travel with occasional overnight stays

#### Desired:

- Four years of college preferably with major courses in accounting, finance, business/public administration or transportation administration
- Five years' experience in accounting, finance, business/public administration or transportation administration or equivalent combination of experience and training
- Knowledge and understanding of financial management and general accounting principles
- Knowledge of governmental grant programs

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### 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**

|                     |                       |                         |   |
|---------------------|-----------------------|-------------------------|---|
| <b>DATE:</b>        | 02/03/17              | <b>POSITION:</b>        | Transit Operating Program<br>Manager - Southern |
| <b>APPROVED BY:</b> | <i>John Marella</i>   | <b>OFFICE/DIVISION:</b> | Intermodal Project Implementation<br>(OIP)      |
| <b>CODE:</b>        | PW414-23-80-601-00-01 | <b>REPORTS TO:</b>      | Section Chief Transit Operating -<br>Southern   |

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***Position Purpose***

This position is responsible for the review, analysis, and program management of public transportation operating assistance grants in the southern portion of the state of Illinois. This position provides assistance to both urban and rural communities with various populations with grant management; grant related issues, technical assistance, and meeting the federal and state program compliance requirements for the southern area of Illinois and management of the Rural Transportation Assistance Program (RTAP). In addition, this position is responsible for assisting the Section Chief of Transit Operating - Southern in managing the day-to-day grant activities associated with the state and federal operating assistance programs.

***Dimensions***

|   |                            |
|---|----------------------------|
| Operating Grants Administered (annual): | 50-100                     |
| Total Grant Funds (annual):             | In excess of \$300 Million |

***Nature and Scope***

This position reports to the Section Chief of Transit Operating - Southern as do two Transit Operating Project Managers. This position has no subordinates.

This position is responsible for the effective management and compliance oversight of public transportation operating assistance programs in the southern portion of Illinois, encompassing application review, pre-award, approval and implementation activities. The grant programs involved are intended to benefit both urban and rural transit systems located in Southern Illinois. Since the local officials are typically unfamiliar with the administrative complexities associated with such programs, especially in the rural areas, the incumbent serves as the program coordinator and primary contact person on behalf of both the federal and state operating assistance programs with recipient communities. As a program manager, the incumbent will interact and provide assistance to more than 25 local governments and service operators in the implementation and operation of their public and intermodal transportation systems.

The greatest challenges to this position are to maintain current knowledge of policies/regulations related to the programs, identify and implement changes as new policies and/or programs are developed, maintain current operating assistance needs for rural and urban transit systems, and reconcile eligible cost and requisition issues. Typical problems include providing timely and accurate services to communities applying for grants and ensuring that grantees are in compliance with federal and state program compliance requirements.

The incumbent serves as principal reviewer for assigned applications to ensure that the project is beneficial and economical. S/He ensures reporting requirements are met; requisitions are complete, accurate and justified; and accurate grant and accounting records of all grant actions and funds disbursed are maintained. The incumbent is responsible for ensuring program compliance of federal and state operating assistance grants. The incumbent assists the Section Chief in developing operating assistance funding levels in the preparation of the annual operating assistance programs.

The incumbent may be called upon to perform special high priority assignments related to division activities.

Problems outside the scope of program guidelines, policies and procedures are discussed with the Section Chief in order to determine a recommended course of action. In instances where new policy or precedent could be set by the incumbent's actions, consultation with and approval from the supervisor is required. This position is constrained by departmental as well as federal/state rules and regulations.

This position has contact with OIPI staff, representatives of the Offices of Planning and Programming, Finance and Administration, Chief Counsel and Communications. Externally the incumbent has contacts with consultant firms, local private/public and intermodal transportation agencies, local/state officials, not-for-profit agency representatives, the Federal Transit Administration, the public and vendors. These tasks often require the incumbent to travel, sometimes overnight, and make presentations to transit officials and providers.

The effectiveness of the position can be measured by the ability of the incumbent to provide proper grants management of state and federal operating assistance programs by understanding these programs, communicating relevant information to grantees and processing all required grant management and payment documents promptly and accurately.

***Principal Accountabilities***

1. Remains abreast of federal/state guidelines and requirements to ensure proper administration of programs.
2. Provides guidance to grantees regarding operating assistance issues and ensures program compliance with federal and state policies and procedures.
3. Assists the Section Chief with the annual development and maintenance of the southern Illinois operating assistance program to plan for funding and scheduling of projects.
4. Serves as the state's contact for operating programs administered in Southern Illinois which includes formulating technical position documents, responding to inquiries, and providing coordination with other state agencies and other states.
5. Provides technical services for program participants which may also involve providing liaison services to assist participant efforts to contract for professional services within federal/state requirements.
6. Conducts presentations to county boards, city councils, transit related organizations and special interest groups regarding policies.
7. Reviews and processes all grant documents and payment requisitions for accuracy, program compliance and eligibility.
8. Documents and maintains all grant activities, records and required reporting of each grant cycle from application through audit timely and accurately.
9. Maintains harmonious relationships with employees, agency officials and the general public.
10. Performs other duties as assigned related to the Office's activities.
11. Performs duties in compliance with department safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.