



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: August 4, 2017

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

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, August 18, 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 III (2 positions) Transit Operating Project Manager - Northern
Bureau of Transit Operations
Office of Intermodal Project Implementation
Chicago

Attachments
42173

Technical Applications [PM1080 rev 6/1/17](#)****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, August 18, 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 III (2 Positions)	Salary:	\$4,670 - \$6,483*
Position Title:	Transit Operating Project Manager- Northern	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-80-602-00-01	IPR#:	42173

Office/Central Bureau/District/Work Address:

Office of Intermodal Project Implementation/Bureau of Transit Operations/69 West Washington, Suite 2100, Chicago, IL

Description Of Duties:

This position is responsible for the review and analysis of public transportation operating assistance applications, budgets, contracts, and payment requisitions in the northern portion of the state. This position provides assistance to urban and rural communities with grant related issues, technical assistance, and meeting the federal and state program compliance requirements. In addition, this position is responsible for assisting the Section Chief of Transit Operating - Northern in managing the day-to-day oversight, reporting, analysis and compliance activities associated with the state and federal operating grant assistance programs.

Special Qualifications:

Required:

- Valid driver's license
- Travel throughout Northern Illinois with occasional overnight stays

Desired:

- Four years of college preferably with courses in accounting, finance, business/public administration, or transportation planning
- Four years of work experience in financial reporting and ensuring compliance with U.S. DOT federal grants
- Understanding of financial management and general accounting principles, public transportation operations and U.S. DOT governmental grant programs
- Strong oral and written communication skills
- Strong interpersonal skills
- Proficient in Microsoft Word, Power Point and Excel

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.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	8/1/17	POSITION:	Transit Operating Project Manager - Northern
APPROVED BY:	John Marrella	OFFICE/DIVISION:	Intermodal Project Implementation
CODE:	PW413-23-80-602-00-01	REPORTS TO:	Section Chief Transit Operating - Northern

Position Purpose

This position is responsible for the review and analysis of public transportation operating assistance applications, budgets, contracts, and payment requisitions in the northern portion of the state of Illinois. This position provides assistance to both urban and rural communities with various populations with grant related issues, technical assistance, and meeting the federal and state program compliance requirements. In addition, this position is responsible for assisting the Transit Operating - Northern Section in managing the day-to-day oversight, reporting, analysis, compliance activities and audits and investigations associated with the state and federal operating grant assistance programs.

Dimensions

Operating Grants Administered (annual):	10-20
Grantee Site Inspections (annual)	10-20
Total Grant Funds Administered (annual):	\$50-100 Million

Nature and Scope

This position reports to the Section Chief of Transit Operating - Northern, as do the Transit Operating Program Manager, and two other Transit Operating Project Manager. There are no subordinates reporting to this position.

This position is accountable for the day-to-day project management and compliance oversight of operating assistance grants to both rural and urbanized grantees that provide public transportation in the northern areas of the state. The incumbent may also provide technical assistance to the grantees regarding federal and state program compliance guidelines and requirements. The grants managed by the incumbent are numerous and typically involve eligible operating expense issues associated with the Department's operating assistance grant programs in rural and urbanized areas.

The greatest challenges to this position are to manage a large number of grants to various public transportation providers, and to ensure grantees compliance of utilization of grant funds for eligible cost activities, and operating within state and federal program guidelines. Typical grant management problems confronting the incumbent include: monitoring compliance with federal/state requirements, ensuring grantee adherence to budget and scope limitations, reconciling issues related to eligible cost and requisition issues, and obtaining and analyzing necessary operating data for federal and state reporting requirements.

The incumbent is personally accountable for the Office's principal review of annual applications for operating assistance grants. This review will address issues of compliance with federal/state requirements as well as make an assessment whether the proposed project is necessary, beneficial and cost effective. After review and approval, the incumbent ensures that federal/state regulations are followed by the grantee, grantee actions are consistent with the grant application and grant contract documents, all grantee reporting requirements are met, and all requisitions are complete, accurate and justified. The incumbent maintains accurate grant and

accounting records of all grant actions and funds disbursed through the grant. The incumbent is required to perform site reviews and prepare written compliance reports. The incumbent may be called upon to perform special high priority assignments related to the division activities or other tasks as assigned.

The incumbent evaluates matters of a sensitive and complex nature and offers recommendations to the immediate supervisor for resolution and is responsible to implement the agreed upon course of action. The incumbent is constrained by departmental regulations and federal/state policies and procedures relating to public transportation programs.

As a project manager, this position has contact with the Office of Intermodal Project Implementation (OIP) staff, representatives of the Offices of Planning and Programming, Finance and Administration, Chief Counsel and Office of Communications. Externally the incumbent has contacts with consultant firms, local public and private transportation agencies, local/state officials, not-for-profit agency representatives, Human Services Transportation Coordinators, Rural Transit Assistance Center, 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 and timely management of operating assistance grant activities by understanding these programs, communicating relevant information to grantees, promptly and accurately processing grant and payment documents, and work cohesively with all Department and grantee staff.

Principal Accountabilities

1. Assists and directs grantees in the development of grant applications, contracts, payment requisitions, as well as audit schedules and data reporting requirements.
2. Evaluates operating grant application documents to assess merit and identify deficiencies.
3. Evaluates completed grant applications; makes recommendations to the immediate supervisor for grant approval or other actions.
4. Prepares correspondence and documents necessary for the management of applications and grants assigned to the incumbent.
5. Monitors all project activities and provides guidance on compliance with all grant requirements.
6. Evaluates request for payment for accuracy and to ensure conformity with the approved grant funding as well as state and federal program requirements.
7. Maintains thorough and accurate records, data entry, data management and records retention in accordance with Departmental policy and procedures.
8. Participates and contributes to the annual review and updates of the internal transit procedure manuals.
9. Maintains current knowledge of federal and state program compliance requirements.
10. Performs other duties as assigned.
11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.