



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: December 1, 2017

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

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, December 20, 2017**. Applications 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.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM VI

Program Management Section Chief
Bureau of Land Acquisition
Office of Program Development
Springfield

Attachments
42296

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 **Wednesday, December 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 VI	Salary:	\$6,535 - \$8,778*
Position Title:	Program Management Section Chief	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW416-23-65-501-00-01	IPR#:	42296

Office/Central Bureau/District/Work Address:

Office of Program Development / Bureau of Land Acquisition/2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for planning, implementing and directing control and support services for the statewide land acquisition/outdoor advertising and junkyard control effort which involves policies and procedures development; oversees the bureau's program monitoring, accomplishments and reporting; and oversees the management of consultant contracts. This position is also accountable for the overall direction of administrative services for the bureau to ensure fiscal, personnel, and training activities function within the framework of the Department.

Special Qualifications:

Required:

- Valid driver's license
- Occasional statewide travel which may require overnight stays

Desired:

- Master's Degree preferably with courses in engineering, surveying, legal studies, business administration or public administration
- Three years of experience in program/project management, and supervisory experience
- Ability to implement policy within the areas of assigned programs
- Comprehensive knowledge of principles of land acquisition and outdoor advertising
- Ability to develop and maintain effective working relationships among diverse groups of professional and technical personnel
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

THIS POSITION IS COVERED BY THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

*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:	August 2017	POSITION:	Program Management Section Chief
APPROVED BY:	Laura Mlacnik	OFFICE/DIVISION:	Office of Program Development Bureau of Land Acquisition
CODE:	PW416-23-65-501-00-01	REPORTS TO:	Engineer of Land Acquisition

Position Purpose

This position is accountable for planning, implementing and directing control and support services for the statewide land acquisition/outdoor advertising and junkyard control effort, which also involves policies and procedures development; oversees the bureau's program monitoring, accomplishments and reporting; and oversees the management of consultant contracts. This position is also accountable for the overall direction of administrative services for the bureau to ensure that fiscal, personnel and training activities function within the framework of the Department.

Dimensions

Staff:	5 Direct
<u>Land Acquisition Program:</u>	1500 Parcels; \$50 - \$100 M Annually
<u>Outdoor Advertising Program</u>	
Mileage of Controlled Routes:	12,000 Miles
Number of Registered/Permitted Signs:	15,000
Number of Illegal Signs:	4,000
Number of Sign Permit Applications:	300 Annually
<u>Junkyard Control Program</u>	
Mileage of Controlled Routes:	2,000 Miles
Value of Consultant Contracts:	\$2 - \$6 M Annually

Nature and Scope

This position reports to the Engineer of Land Acquisition as does the Acquisition Management Section Chief and an Executive Secretary. Reporting to this position is the Outdoor Advertising Unit Chief, the Contract and Financial Services Manager, the Program Coordinator, the Planning and Programming Manager, the Accountant Advanced, and a Seasonal Technician Trainee Intern.

This position coordinates and provides for the development of policies and procedures for uniform application of land acquisition and outdoor advertising/junkyard practices within the framework of federal and state laws/regulations; provides and coordinates the program monitoring and reporting of land acquisition/outdoor advertising/junkyard control status and accomplishments; serves as a resource for the Districts and Central Office personnel, right-of-way consultants and outdoor advertising industry to seek guidance and advice from, as well as providing answers to questions from the general public.

The greatest challenge of the position is to direct and coordinate the multi-discipline activities of the section in a manner that will result in supporting the districts and assist in delivering the Land Acquisition and Outdoor Advertising & Junkyard Programs. Typical problems include providing timely and accurate information for inquiries from the public, inter-agencies and intra-agencies; monitoring, tracking, and coordinating the status and accomplishments of the different programs within the Bureau with various offices/districts; providing timely technical support to district Land Acquisition staff in multi-discipline activities; and overseeing the coordination of training needs for bureau and district staff.

Under the general direction of the Bureau Chief, the incumbent is responsible for developing policies and procedures for land acquisition activities in accordance with Department objectives, federal requirements and state laws; for monitoring and reporting on the status of the land acquisition and outdoor advertising programs, including the Annual Land Acquisition Program; for overseeing the development and operation of the Land Acquisition System (LAS); for the development of related right-of-way technical documents; for the programming of land acquisition projects; for overseeing training needs for Bureau staff and statewide district land acquisition personnel; and for providing the overall direction of administrative services for the Bureau.

To accomplish the objectives, the incumbent directs the work of the following staff:

Outdoor Advertising Program Manager – who oversees the Department's Outdoor Advertising and Junkyard Control programs, including all permitting and required annual inventories and surveillance.

Planning and Programming Manager – who oversees the GIS files and maps used by the Department in the LAS and the Outdoor Advertising and Junkyard Control System (OACS); oversees the approval of right-of-way highway plats and legal descriptions; manages and coordinates programming of projects; recommends eligibility of the advanced acquisitions and coordinates approval of corridor protection mapping; and accounts for certification of right-of-way projects for construction lettings and awards.

Contract and Financial Services Manager – who manages all accounting functions and development of accounting procedures relative to land acquisition, outdoor advertising and junkyard control, consultant contracting and incidental expenditures.

Program Coordinator – who provides a range of administrative and program support services, including coordination of activities/issues related to the LAS; monitors and reports on the status and accomplishments of the land acquisition program, including the annual reports. The incumbent also coordinates all training needs.

Accountant Advanced – who maintains right-of-way expenditures for highway construction projects; monitors, evaluates and coordinates obligations issues to verify availability of funds so as not to impede the timely payments to property owners/relocates; establishes uniform accounting procedures and resolves daily accounting issues.

Seasonal Technician Trainee Intern – who provides technical assistance in the administration and operation of the Bureau.

The incumbent schedules the work of the Section and coordinates efforts between unit activities. Routine functions are delegated to Unit Chiefs and Managers but acted upon by the incumbent in case of unusual circumstances and issues. S/He advises and assists the Engineer of Land Acquisition in formulating and implementing Department Land Acquisition policies and procedures. S/He coordinates direct control of all acquisition expenditures.

The incumbent is provided much latitude for innovation, creativity and streamlining of procedures. Sensitive issues are referred to the Engineer of Land Acquisition for consultation. The incumbent has authority for making decisions relating to personnel utilization within his/her Section. S/He has the responsibility of ensuring the quality management of warrant requests to acquire land which culminates in construction lettings and awards. S/He operates within the rules and regulations of the Department, Office of Comptroller, Federal Highway Administration, the Plat Act and the Land Surveyors Act of the Illinois Compiled Statutes.

The incumbent has frequent contact with the Bureau of Design and Environment, Bureau of Information Processing, Office of Planning and Programming, Office of Chief Counsel and the districts. The incumbent's external contacts are with the Federal Highway Administration, Office of the Comptroller, Office of the Attorney General and Special Assistant Attorneys General. Occasional travel is required.

The effectiveness of this position is measured by the degree of coordination of its efforts with the Acquisition Management Section and the nine districts, and by its ability and resourcefulness to maximize program goals and accomplishments. It is also measured by the soundness of policies and procedures issued and implemented; by the completeness with which right-of-way technical documents are prepared, reviewed, examined and recorded; by the level of administrative and personnel duties, and accounting functions are performed and procedures are implemented.

Principal Accountabilities

1. Develops and implements policies, procedures, and controls to facilitate attainment of acceptable work practices in harmony with departmental objectives, federal requirements and state laws applicable to all land acquisition, outdoor advertising and junkyard control activities.
2. Ensures that the LAS and OACS database systems accomplish and address departmental objectives and needs to manage and monitor the statewide land acquisition, outdoor advertising and junkyard control programs; and directs coordination of training needs statewide regarding the different bureau programs.
3. Ensures the development and enforcement of policies and procedures are in place to effectively administer the Outdoor Advertising and Junkyard Programs, pursuant to the mandates of state and federal laws/regulations.
4. Ensures that all technical documents are prepared in accordance with Department policies, federal and state laws and are being recorded in compliance with statutory requirements.
5. Ensures that all accounting functions are performed according to approved procedures to provide justification and accountability of expenditures paid.
6. Ensures that programming of projects is handled appropriately to ensure that federal participation is not jeopardized or denied.
7. Ensures that all right-of-way projects are certified for construction awards.
8. Directs the administration of personnel activities for the Bureau and ensures the Bureau's budget and fiscal matters are accurately monitored.
9. Motivates, evaluates and develops subordinates to maintain high level of employee morale and work performance.
10. Ensures the consultant contracts are properly managed and advertised according to approved procedures.
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.
12. Performs other duties as required or assigned.