



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: November 17, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement November 22, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, December 7, 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 IV

Special Programs Manager
Office of Planning & Programming
Bureau of Programming
Springfield

Attachments
42347

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 **Thursday, December 7, 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 IV	Salary:	\$5,015- \$7,085
Position Title:	Special Programs Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-10-401-40-03	IPR#:	42347

Office/Central Bureau/District/Work Address:

Office of Planning and Programming/ Bureau of Programming / 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for developing and maintaining aspects of the special programs assigned, and coordinating the scheduling and monitoring of the Illinois Department of Transportation's Economic Development Program (EDP). This position provides technical assistance to local agencies throughout the state to prepare EDP applications, awards and ensures compliance with the Grant Accountability and Transparency Act (GATA). S/He works closely with the Local Roads and Streets Section in the nine districts, to approve the scope of all EDP applications.

Special Qualifications:

Required:

- Valid driver's license
- Frequent travel

Desired:

- Completion of four years of college preferably with major courses in business, economics, statistics, accounting, marketing, public finance or public administration
- Five years' experience in public or business administration, research, statistics, public finance or accounting activities
- Ability to publicly present technical program requirements to diverse groups of people
- Strong oral and written communication skills; detail oriented and well organized; and, ability to work on multiple tasks simultaneously
- Ability to maintain harmonious relationships with colleagues, agency officials and the general public

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:	September 22, 2017	POSITION:	Special Programs Manager
APPROVED BY:	Tracinda Sisk	OFFICE:	Planning & Programming/ Bureau of Programming
CODE:	PW414-23-10-401-40-03	REPORTS TO:	Interstate & Special Programs Manager

Position Purpose

This position is accountable for developing and maintaining aspects of the special programs assigned and for coordinating the scheduling and monitoring of the Illinois Department of Transportation's Economic Development Program (EDP). This position provides technical assistance to local agencies throughout the state to prepare EDP applications, awards and ensures compliance with the Grant Accountability and Transparency Act (GATA). S/He works closely with the Local Roads and Streets Section in the nine districts, to approve the scope of all EDP applications.

Dimensions

Staff:	1-2 professional/technical on an as-needed basis
Program Size:	\$50 Million per year

Nature and Scope

This position reports to the Interstate & Special Programs Manager.

This position is part of a staff charged with development, preparation, publication, and monitoring of the Department's multi-year highway improvement program (MYP). This position provides technical assistance in defining special programs deficiencies. Funding for both the Economic Development Program and Scenic Byways Program is constrained by the Governor's annual budget and by the Department's multi-year projections of state and federal resources.

The greatest challenge of this position is to develop a program plan that correctly addresses the objectives of the Economic Development Program. Typical problems include evaluating candidate projects through the GATA portal which evaluates the specific conditions for the level of risk for each local agency. In addition, coordination through IDOT's Bureau of Local Roads and Streets, s/he ensures that the joint agreement accurately reflects specific risks. Other problems include developing procedures, guidelines and criteria for implementation of the EDP, and preparing briefings, reports and position papers to explain the Department's plans and programs to members of the General Assembly and other interest groups.

This position is responsible for reviewing and evaluating economic development projects and scenic byway projects. This position reviews all pertinent rules, regulations and guidelines governing these programs and develops and recommends projects for the department to fund through these programs. S/He analyzes and monitors program expenditures for the scenic byways programs. This position prepares correspondence to municipalities and agencies that qualify for funding and for those that do not.

This position has considerable personal interaction with district staff members, the Bureau of Locals Roads and Streets, and the Offices of Legislative Affairs and Communications. External contacts include the Department of Commerce and Economic Opportunity, scenic byways associations, as well as, extensive contact with local sponsors of projects, special interest groups, representatives from specific private sector business and the media. Frequent travel is required of this position.

The incumbent has a wide degree of latitude in organizing her/his daily work flow. All program correspondence will be forwarded to the Interstate and Special Programs Manager for review and approval. The incumbent is constrained by applicable departmental/state/federal guidelines.

The effectiveness of this position is measured by the timely preparation of acceptable planning and programming documents that support the implementation of special programs in Illinois, and by the ability to identify, evaluate and monitor projects in an accurate, concise and complete manner, taking into account program guidelines.

Principal Accountabilities

1. Reviews, evaluates and recommends candidate project submittals for compliance with program development guidelines and criteria.
2. Drafts appropriate correspondence to municipalities regarding viability of potential EDP projects.
3. Maintains an EDP information data file to monitor the EDP and prepare status reports.
4. Prepares briefings, reports and position papers necessary to discuss the EDP.
5. Delivers presentations to educate local agencies, CEOs of companies, other state agencies and state representatives regarding the EDP.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as required or assigned.