

**Technical Manager III (2 Positions)
Statewide Transit Capital Project Manager**



IPR Number:	44450	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-80-504-00-01	Shift:	8:00 am – 4:30 pm Monday – Friday
Opening Date:	September 3, 2020	Salary:	\$4,765 – \$8,295 *
Closing Date:	September 17, 2020		

Office/Central Bureau/District/Work Address:

Office of Intermodal Project Implementation / Bureau of Transit Capital / 69 W. Washington, Ste. 2100, Chicago, IL

Position Purpose:

This position is accountable for grant administration of public transportation capital improvement projects in the state of Illinois, excluding the northeastern region and the Regional Transportation Authority (RTA) service area.

Qualifications:

Position Requirements:

- Education/Experience:
 - Completion of bachelor's degree majoring in business administration, accounting, finance, management, planning, or public administration, **OR**
 - Completion of two years of college plus two years of experience in transportation project/grant management, budget analysis, fund reconciliations, procurement compliance, facility construction oversight, or a combination thereof, **OR**
 - Six years of experience in transportation project/grant management, budget analysis, fund reconciliations, procurement compliance, facility construction oversight, or a combination thereof
- Valid driver's license
- Occasional statewide travel with overnight stays

Position Desirables:

- Strong oral and written communication skills
 - Detail-oriented with strong organizational skills
 - Ability to visualize, articulate, and solve complex problems
 - Ability to plan and adapt as the needs and funding availability change
 - Proficient in Microsoft Office
 - Ability to manage and analyze large amounts of data
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How to Apply/Remarks:

Technical Applications PM1080 (rev 8/23/19) 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 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time.

Agency Contact: Bureau of Personnel Management, 217/782-5594

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

Only education/coursework and experience listed within the application will be considered for determining eligibility for this position.

Please be advised that if a high volume of applications is 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.

Applicants will be notified in writing to schedule interviews.

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

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	June 1, 2020	WORKING TITLE:	Statewide Transit Capital Project Manager
POSITION CLASSIFICATION:	Technical Manager III	OFFICE/BUREAU:	Office of Intermodal Project Implementation / Bureau of Transit Capital
POSITION NUMBER:	PW413-23-80-504-00-01	REGION/DISTRICT:	N/A

Position Purpose

This position is accountable for grant administration of public transportation capital improvement projects in the state of Illinois, excluding the northeastern region and the Regional Transportation Authority (RTA) service area.

Dimensions

Capital grants administered:	25 - 30
Annual capital projects:	30 - 45
Annual grant funds total:	\$45 million

Nature and Scope

This position reports to the Section Chief Transit Capital – Statewide. There are no subordinates reporting to this position.

The Office of Intermodal Project Implementation (OIPI) is responsible for the state funding and oversight of public transportation projects that will improve public transportation needs throughout Illinois. The Statewide Capital Section is responsible for the review and analysis of public transportation capital improvement projects and recommendation of approval and administration of transit capital grant programs to the various counties, municipalities, and mass transit districts throughout the state of Illinois, excluding the northeastern region and providers in the RTA service area. These grants typically fund facility maintenance and/or construction, vehicle procurement, and equipment purchases necessary to provide a safe and efficient statewide public transportation system. In addition, this section provides technical assistance to grantees regarding federal and state program compliance guideline requirements.

Typical challenges faced by the incumbent include monitoring the implementation of on-going capital projects statewide regarding various procurement activities; understanding the sources of transit funding in the region and ensuring compliance with state and federal guidelines; and monitoring the status of capital project implementation. Additional challenges include timely review and analysis of contracts, amendments, and invoices and development of recommendations to management for resolution of funding and project implementation issues. Typical problems faced by the incumbent prior to grant approval include coordinating capital grant budgets and scopes with various funding agencies, providing instructions and assistance in the preparation of state grant application materials, analyzing project justifications and need, evaluating projects for funding eligibility, and prioritizing projects that meet state objectives. Typical problems in administering capital grant projects include ensuring compliance with state and federal guidelines, ensuring project implementation is consistent with approved scope and budget, and addressing issues that arise during project implementation. The major challenge for the incumbent regarding the capital program is to ensure that grant funds are used for eligible expenses and that projects are implemented within state mandated timeframes and departmental policies.

The incumbent is personally responsible for day-to-day field and grant responsibilities for the transit capital assistance grants administered throughout the state of Illinois, excluding the northeastern region and the RTA service area. Project management may include a review and analysis of applications, concurrences, correspondence, contracts, and payment documentation to determine appropriate action to be taken. The incumbent is personally responsible for reviewing and analyzing capital grant applications regarding cost, justifiable needs, state grant requirements, departmental policies, and funding availability. The incumbent recommends grant approval and prepares grant agreements. This position manages approved projects by ensuring compliance with state requirements. Additionally, s/he analyzes and approves project budgets, architectural and engineering designs, requests for pre-bid and pre-award concurrence, and expenditures submitted. S/He manages the grant through the final close-out and audit process and is responsible for maintaining accurate project records. The incumbent produces reports on various subjects relating to capital projects involving transit operations, finances, and procurements as well as state funded programs. S/He maintains computer programs necessary for the management of data related to these reports which must be recorded and organized for analysis of a wide variety of issues. Other responsibilities include onsite inspection of project facilities, equipment use, and construction activities. S/He also participates and contributes to the annual review and update of the internal transit procedures manuals. The incumbent also represents the department at selected meetings on capital improvement projects. The incumbent may be called upon to perform special high priority assignments related to OIPI activities.

The incumbent must follow state policies and procedures relating to public transportation programs but has flexibility in setting priorities for accomplishing daily activities. In instances where new policy or precedent could be set by the incumbent's action, consultation with and approval from the Section Chief of Transit Capital - Statewide is required.

Internal contacts include staff of the OIPI, Office of Highways Project Implementation, Office of Planning and Programming, Office of Chief Counsel, Office of Finance and Administration, and Office of Legislative Affairs. External contacts include Department of Central Management Services, various municipalities, transit providers, planning agencies, and the Federal Transit Administration. Occasional travel with overnight stays is required.

The effectiveness of this position is measured by the ability of the incumbent to effectively and efficiently administer public transportation capital improvement grant projects for the state of Illinois, excluding the northeastern region and the RTA service area.

Principal Accountabilities

1. Assists and directs grant applicants in the development of grant applications.
2. Evaluates capital grant application documents to assess merit and identify problems and makes recommendations to the Section Chief of Transit Capital - Statewide for grant approval or other actions.
3. Prepares correspondence necessary for the management of applications, grant contracts, and payment documentation for assigned grants.
4. Maintains computer information systems necessary for the management of statewide transit capital project data.
5. Promotes the implementation of capital projects and monitors all project activities. Provides guidance regarding compliance with state and federal grant requirements.
6. Evaluates requests for payment of grant funds to ensure conformity with the approved project budget and standard accounting principles.

7. Prepares special reports and spreadsheets as requested.
8. Reviews and evaluates grantee procurement processes to ensure compliance with state and federal procurement rules.
9. Participates and contributes to the annual review and update of the internal transit procedures manuals.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.

Subordinates of this position

Position Classification	Position Number	Working Title	Authorized Identical
n/a			

Supervisor of this position

Immediate Supervisor Position Classification: Technical Manager V

Working Title: Section Chief of Transit Capital – Statewide

Position Number: PW415-23-80-504-00-01

Position Requirements

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Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation