

Job Title: TECHNICAL MANAGER III - ASSISTANT TO THE DIRECTOR - IPR#45784

Agency: Department of Transportation

Closing Date/Time: 06/28/2022

Salary: \$4,765 - \$8,295 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: Non-Union

*******A RESUME IS REQUIRED FOR THIS JOB POSTING*******

Please attach a **DETAILED Resume/Curriculum Vitae (CV)** to the **MY DOCUMENTS** section of your application. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire an Assistant to the Director.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for performing sensitive, confidential support functions for the Director of Planning and Programming (OPP).

Number of bureaus in OPP: 5

Annual operational budget: \$6 million

Annual airport improvement program: \$130 million

Annual public transportation program: \$1.9 billion

Annual metropolitan planning and transportation studies: \$43 million

Annual highway improvement program: \$3.1 - 4.6 billion

This position reports to the Director of OPP. There are no subordinates reporting to this position.

This position is accountable for functioning as an assistant to the Director of OPP in an environment of sensitivity and confidentiality involving administration of the multi-year highway and multi-modal programs and plans. The incumbent supports the daily activities of the OPP as well as serves as a resource for the Director of OPP. S/He prioritizes issues and interacts with highly diverse groups of people. The incumbent should possess a high degree of tact, diplomacy, and discretion.

The major challenge facing this position involves investigating sensitive issues or problematic areas confronting departmental programs and assisting in the development of strategies to resolve these issues. Typical challenges are working under time constraints in support of the activities of the Director of OPP.

The incumbent provides assistance to the Director of OPP in formulating, executing, and monitoring the activities of the OPP. S/He will research and assist in the preparation of documents, reports, presentations, speeches, legislative bills, and news releases related to the OPP. The incumbent provides analysis related to new initiatives and assists the Director of OPP in identifying priorities. S/He maintains the schedule of the Director of OPP as well as prepares travel accommodations and expense reports. S/He prepares materials for executive staff meetings and attends meetings as directed to provide staff support. The incumbent serves as a resource person for the Director of OPP and the OPP staff's daily activities. S/He responds to inquiries and visits from diverse groups of people and initiates responses to such inquiries. The incumbent conducts investigations/studies to resolve programmatic issues relating to the OPP. S/He completes time reconciliation for the leadership staff of the OPP, manages the OPP correspondence, and coordinates office wide requests. The incumbent serves as a liaison for the Director of OPP. S/He will maintain contact with the state legislature, other state and federal agencies, transportation industry personnel, and the public regarding information exchanges pertinent to agency programs, objectives, and positions. S/He disseminates information to and gathers information from various departmental

(Job Responsibilities continued)

and state officials as requested by the Director of OPP. The incumbent will assist with or conduct special assignments and/or projects often of a sensitive and/or controversial nature as directed by the Director of OPP.

This position has broad latitude in defining parameters to resolve or undertake assignments. The incumbent will refer unusual situations to the Director of OPP with recommendations for resolution. The incumbent accomplishes tasks within the confines of departmental policies and regulations.

The incumbent has internal contacts with executive staff and bureau chiefs. S/He is in contact with staff at all levels to ensure that recommendations for the solution of issues are based on careful and complete analysis. External contacts include legislators, transportation industry personnel, advocacy groups, state and federal government officials, special interest groups, and the public. Occasional statewide and out-of-state travel with overnights stays may be required.

The effectiveness of this position can be measured by the formulation of appropriate recommendations resulting in the timely completion of assignments.

Principal Accountabilities

1. Provides assistance to the Director of OPP in formulating, executing, and monitoring the activities of the OPP.
2. Researches and assists in the preparation of documents, reports, presentations, speeches, legislative bills, and news releases related to the OPP.
3. Maintains the schedule of the Director of OPP and prepares travel accommodations and expense reports.
4. Prepares materials for executive staff meetings and attends meetings as directed.
5. Serves as a resource person for the Director of OPP and the OPP staff's daily activities.
6. Conducts investigations/studies to resolve programmatic issues relating to the OPP.
7. Completes time reconciliation for the leadership staff of the OPP, manages the OPP correspondence, and coordinates office wide requests.
8. Serves as a liaison for the Director of OPP.

9. Assists with or conducts special assignments and/or projects often of a sensitive and/or controversial nature as directed by the Director of OPP.
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.

Qualifications

Position Requirements

- Education/Experience
 - Completion of a bachelor's degree majoring in business, management, or public administration; OR
 - Completion of two years of college PLUS two years of experience providing assistance to executive level staff including managing calendars and arranging travel and expense reports; drafting and tracking correspondence; developing presentations and talking points; coordinating activities with multiple contacts; reconciling time worked; or a combination thereof; OR
 - Six years of experience providing assistance to executive level staff including managing calendars and arranging travel and expense reports; drafting and tracking correspondence; developing presentations and talking points; coordinating activities with multiple contacts; reconciling time worked; or a combination thereof
- Valid driver's license
- Occasional statewide and out-of-state travel with overnight stays

Position Desirables

- Working knowledge of timekeeping procedures
- Working knowledge of finance and administration functions
- Working knowledge of public and business administration principles and practices
- Working knowledge of agency programs and service objectives, activities, and operational systems
- Ability to research projects and statistical information
- Ability to analyze administrative problems and adopt an effective course of action
- Ability to develop, implement, and evaluate new and revised methods, procedures, and performance standards
- Ability to exercise judgement and discretion in developing, implementing, and interpreting departmental policies and procedures
- Effective oral and written communication skills
- Proficient with Microsoft Office Suite
- Ability to form and maintain harmonious and cooperative relationships with diverse groups of people

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Office: Office of Planning & Programming

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Family: Transportation

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com