

# Job Title: TECHNICAL MANAGER IV - GRANTS ADMINISTRATOR (UNIT B) IPR#44545

Agency: Department of Transportation

Closing Date/Time: 07/21/2021

Salary: \$5,120-\$9,155 monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916

**DO NOT APPLY ONLINE**

**\*\*DO NOT CLICK THE APPLY BUTTON\*\***

## HOW TO APPLY:

**Technical Applications PM1080 (rev 3/8/21) 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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by the closing date listed above. Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Technical Application PM1080.**

**Please indicate IPR#44545 on the Technical Application PM1080.**

## Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Grants Administrator (Unit B).

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 providing technical support to personnel in planning, processing, and awarding a variety of transportation grants and intergovernmental agreements (IGAs). The incumbent assists departmental grant recipients by providing technical support related to grants and IGAs, awards, fiscal planning, and compliance monitoring for the Office of Intermodal Project Implementation (OIPI), the Division of Aeronautics (DOA), and the Bureau of Safety Programs and Engineering (BSPE).

This position reports to the Grants Unit Chief (Unit B). No subordinates report to this position.

This position performs technical research to support and document the planning, processing, and award of state and federal grants to fund transportation programs. The Grants Administrator (Unit A) supports the Bureau of Local Roads and Streets, Bureau of Design and Environment, and Office of Planning and Programming. The Grants Administrator (Unit B) supports the OIPI, the DOA, and the BSPE. This position is unique in that it requires a firm understanding of federal and state regulations and knowledge of informational sources providing transportation grant data.

Typical problems include ensuring the initial preparation of grant agreements complies with all state and federal program requirements. The greatest challenge is possessing an in-depth knowledge of the Illinois Department of Transportation's (IDOT) grant-funded programs required to promote effective research and reporting of grant financing, application, compliance, and performance.

The incumbent personally prepares initial grant IGAs and inter-agency agreements (IAAs) that define the scope of work and contain applicable provisions for compliance with state and federal regulations. S/He performs the research needed to forecast various grant appropriation amounts and identifies IDOT programs where grants may be applied. The incumbent compiles data on estimated funding available on the targeted grant programs. The incumbent collects data related to grant awards, payments, and performance and prepares ad hoc reports to summarize grant activities. S/He assists in identifying approved grantees and advising IDOT managers of both

potential and targeted recipients. The incumbent provides the data required to review grantee performance to ensure compliance with agreement terms and conditions. At times, the incumbent advises grantees on performance issues to facilitate compliance with applicable regulations. S/He researches revisions of state and federal regulations affecting transportation

### **(Job Responsibilities continued)**

grants and analyzes the impact of the revisions on grant programs and grantee performance. The incumbent assists in compliance audits of federal grants to ensure audit reports accurately reflect grant awards, performance, and payment activities. In times of overload, this position will assist Unit A in completing its workload. The incumbent performs research and prepares reports related to forecasting grant amounts, identifying approved recipients, and ensuring recipient compliance with grant requirements. The incumbent prepares initial agreements for grant-funded programs and assists in processing the final agreements. At the direction of the Grants Unit Chief (Unit B), the incumbent informs grantees of grant application methods, payments, and grant requirement issues. In some instances, this position will assist in coordinating the activities of various departmental employees responsible for administering grant funded transportation programs. The incumbent is given latitude to act independently and perform research and analyze information related to transportation grants, referring new and/or sensitive issues to the Grants Unit Chief (Unit B) for final resolution. The incumbent's activities are governed by the provisions of established IDOT policies and procedures concerning grant administration and various state and federal regulations governing grant awards and payments. Internal contacts include the staff in the OIPI, the DOA, and the BSPE, as well as other IDOT offices administering grant funded programs. To perform grant research and performance monitoring activities, external contacts include personnel at the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), National Highway Traffic Safety Administration (NHTSA), municipal councils, and local government planning commissions. Occasional statewide travel with overnight stays is required. The effectiveness of this position can be measured by the comprehensive and timely performance of research and data reporting for grant funded transportation programs, the timely preparation of initial grant agreements, and the accurate collection of data related to grant funded programs.

### **Principal Accountabilities**

1. Prepares initial grant, IGA, and IAA agreements ensuring that the project scope of work and budget are properly defined.
2. Researches grant allocation amounts and advises the Grants Unit Chief (Unit B) of estimated funding available for transportation programs.
3. Updates grant, IGA, and IAA templates with new state and federal provisions as necessary.
4. Maintains data regarding the review of grantee performance and reports compliance issues to the Grants Unit Chief (Unit B).
5. Researches revisions of state and federal regulations governing transportation grants and analyzes the revisions' impact on departmental programs.
6. Collects data to provide the Grants Unit Chief (Unit B) with reports on grant activities and financing.
7. Assists in compliance audits of federal grants to facilitate the audit process and ensure accurate reporting of audit findings.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.

### **Qualifications**

#### **Position Requirements**

- Education/Experience:
  - o Completion of a bachelor's degree majoring in public administration or business administration PLUS two years of experience in grant administration, monitoring grant funded programs, performing auditing procedures, project analysis, or a combination thereof, OR
  - o Eight years of experience in grant administration, grand-funded programs, auditing procedures, project analysis, or a combination thereof
- Valid driver's license
- Occasional statewide travel with overnight stays

#### **Position Desirables**

- Working knowledge of Microsoft Office Suite, Adobe Acrobat, and SharePoint software
- Experience in supporting grant programs
- Ability to maintain harmonious relationships with employees, agency officials, and the public

Work Hours: 8:00 AM - 4:30 PM Monday-Friday

Work Location: Springfield - 2300 S Dirksen Pkwy

Office: Office of Finance and Administration/Bureau of Business Services

Agency Contact: [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov)

Job Function: Transportation

Collective Bargaining Agreement language applies to this requisition

We are currently transitioning our application process away from paper process to an electronic application process. This position has not been transitioned please follow the directions below when applying to this position.

Please visit the IDOT website at <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to obtain the required bid forms and application forms.