

Job Title: TECHNICAL MANAGER V - SAFETY SERVICES UNIT MANAGER - IPR#45952

Agency: Department of Transportation

Closing Date/Time: 10/11/2022

Salary: \$6,145 - \$10,210 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 **MYDOCUMENTS** section of your application. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document in lieu of a Resume or CV.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Safety Services Unit Manager .

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.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

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 the overall direction and coordination of the Safety Services Unit for the Bureau of Safety Programs and Engineering (BSPE) and oversees its fiscal matters, federal and state fiscal compliance and accuracy, and Grant Accountability and Transparency Act (GATA) compliance as well as various other support services. S/He participates in budget planning and administration, oversees business services, and verifies that all activities are performed within the framework of departmental and state policies and procedures.

Operating budget:	\$3 million annually
Consultant contracts overseen:	\$4 million annually
Value of safety program:	\$140 million annually

This position reports to the Administrative Support Section Manager. Reporting to this position are the Finance Manager and Support Services Manager.

This position works in an environment where s/he provides both technical and managerial input to the Administrative Support Section Manager as well as other management within BSPE. The incumbent is responsible for management of fiscal matters, grant compliance, and various other support services such as, but not limited to, inventory management and distribution as well as website updates. The incumbent works closely with staff in the Bureau of Business Services' Grants Services Section, Bureau of Budget and Fiscal Management, Bureau of Information Processing, and internal and external traffic safety stakeholders.

Typical challenges this position encounters are implementing effective methods of grant compliance, resolving budgetary issues in a timely manner, and developing and maintaining proper documentation and records within the BSPE. An additional challenge is to assist the Administrative Support Section Manager with legislative reviews. The greatest challenge to this position is to organize and plan the many diverse assignments of this position and Safety Services Unit.

This position is responsible for assisting in the implementation, coordination, monitoring, and follow-up of administrative duties for the BSPE. This includes administration of the equipment and inventory program, assigned vehicle maintenance, document management, and record retention as well as management of financial services. The incumbent is responsible for ensuring federal and state funds are properly obligated and expended, reviewed monthly for activity and assurance that funding balances are in compliance with state and federal regulations and warranted action taken, and de-obligated upon completion of projects. These funds are in relation to the operating budget and various safety programs such as the Highway Safety Improvement Program (HSIP), Statewide Work Zone Safety Hireback, Photo Speed Enforcement, Highway-Railway Grade Crossing Safety Program, and Illinois State Police Enhanced Crash Reconstruction within the BSPE.

(Job Responsibilities continued)

This position manages funding allocations and expenses through the use of the Fiscal Operations and Administration (FOA) system and Fiscal Management Information System (FMIS), verifies expenses, and processes invoices with the appropriate state and federal obligation numbers. The incumbent coordinates with the Bureau of Business Services (BoBS) and outside governmental agencies to develop and administer interagency and intergovernmental agreements including managing funds and processing invoices. In addition, this position is responsible for the administration of unusual projects and resolution of complex problems within the boundaries of the job duties.

The incumbent accomplishes accountabilities through the following staff:

Finance Manager, who is responsible for managing the financial aspects of the operating budget and various safety programs such as the Highway Safety Improvement Program (HSIP), Highway Railroad Grade Crossing, Statewide Work Zone Safety Hireback, Photo Speed Enforcement, and ISP Enhanced Crash Reconstruction programs within the BSPE.

Support Services Manager, who is responsible for ensuring GATA compliance and administration and inventory management as well as maintaining records within the BSPE.

This position is restricted by department and Federal Highway Administration (FHWA) financial procedures. The incumbent is given some latitude in the management of the BSPE's administrative services activities. Matters concerning implementation of new initiatives, policies, and problem interpretations are referred to the Administrative Services Section Manager with recommendations for resolution and implementation. Controls on the position's freedom to act are primarily with the department's policies and procedures.

This position is in continuous contact with all staff within the BSPE. The incumbent is in frequent contact with staff in the districts, all central office bureaus, and Office of Planning and Programming. This position has outside contact with staff at the Department of Central Management Services (CMS), State Records Commission, FHWA, state and local agencies, business and supply representatives, industry associations, and consultants. This position requires occasional statewide travel which may include overnight stays. The effectiveness of this position is measured by the ability of the incumbent to provide timely and proper management of services and computer resources for efficient operation of the BSPE.

Principal Accountabilities

1. Assists with the administrative duties for the BSPE which include business and financial services.
2. Directs the activities of the Safety Services Unit to promote effective administrative support for the BSPE.
3. Ensures federal and state funds for the operating budget and various safety programs are properly obligated and expended.
4. Ensures that funding balances are in compliance with state and federal regulations.
5. Manages funding allocations and expenses through the use of the FOA system and FMIS.
6. Ensures interagency and intergovernmental agreements are administered properly.
7. Assists with state and federal legislative reviews for the BSPE.
8. Serves as a liaison with BIP and BoBS.
9. Directs the activities of the BSPE related to its internet presence.
10. Maintains a functional filing and record keeping system.
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 assigned.

Qualifications

Position Requirements

- Education/Experience:
 - Completion of a bachelor's degree majoring in business administration, finance, or accounting plus three years of experience with budget management, fiscal management, grant administration and management, public program management, records management, inventory management, or a combination thereof, **OR**
 - Eleven years of experience with budget management, fiscal management, grant administration and management, public program management, records management, inventory management, or a combination thereof
- Valid driver's license
- Occasional statewide travel which may include overnight stays

Position Desirables

- Supervisory experience
- Working knowledge of GATA
- Working knowledge of state of Illinois accounting and financial policies and procedures
- Strong written and oral communication skills
- Detail oriented and well organized
- Ability to maintain harmonious relationships with employees, management, and general public

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

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

Office: Office of Highways Project Implementation/Bureau of Safety Programs and Engineering

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