

Job Title: TECHNICAL MANAGER IV - GRANT ADMINISTRATION MANAGER - IPR#44793

Agency: Department of Transportation

Closing Date/Time: 10/26/2021

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

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916

Interested applicants must apply for this position on the Work for Illinois website, www.work.illinois.gov. Please direct any questions to the Agency Contact listed below.

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through SuccessFactors. Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Grant Administration 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.

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 the administration of Commercial Vehicle Safety (CVS) grants, coordination of programmatic and administrative evaluation of grant related and other CVS programs affected by grant administration, and preparation of reports depicting the progress of grants and programs. The incumbent is responsible for reviewing monthly timesheets for Illinois State Police (ISP) and department officers to verify accuracy and allowable costs. Additionally, s/he serves as the point of contact for the processing of invoices for the ISP internal grant application and the Motor Carrier Safety Assistance Program (MCSAP) grant. The incumbent also provides administrative support for all new reporting systems that may be implemented for grant reporting and invoice processing. S/He is responsible for maintaining an accurate list of all inventory issued to MCSAP Officers.

This position reports to the Program Support Unit Manager. There are no subordinates reporting to this position. The incumbent works in the Program Support Unit which administers a wide variety of programs and activities that are either directly or indirectly affected by grant administration. Some of these programs include the MCSAP, Federal Emergency Response Program, Hazardous Materials Regulations and Enforcement Program, Safety and Compliance Review Program, Intrastate Periodic Inspection Program, SAFETYNET Program, and Motor Carrier Safety Regulatory Program. This position is directly responsible for ensuring that federal and state program objectives are clearly defined and accurately expressed in grants administered. This position is accountable for adequate monitoring and evaluation of grants and related program impacts in order to ensure that CVS programs qualify for awards of federal grant funds and state matching funds.

Challenges of this position are manifested in the complexity of the Illinois CVS program and the numerous agencies and regulations involved in the MCSAP grant including the Illinois Secretary of State, Illinois Commerce Commission, Illinois Department of Transportation, and ISP. Another challenge is that all aspects of the various regulations must be incorporated in the coordination of the MCSAP grant. The incumbent is further challenged to identify resources to satisfy all program needs. Equally challenging is the development and implementation of a program to satisfy the requirements of the MCSAP grant and coordination of endeavors with the various directors

and executive management within the department.

This position is personally responsible for the administration, development, monitoring, and evaluation of grant activities associated with the MCSAP grant and related supplemental grants. The incumbent prepares

(Job Responsibilities continued)

documentation to qualify CVS programs for award of federal grant funds and justify state matching funds through the appropriation process. S/He identifies tasks and objectives necessary and/or desirable for the management of the MCSAP and recommends appropriate funding sources for accomplishment of task and program objectives to management. The incumbent establishes MCSAP grant objectives in conjunction with the ISP, United States Department of Transportation (USDOT), and CVS program administrators. S/He drafts annual grant and supplemental proposals and ensures incorporation of program objectives and inclusion of all amendments. The incumbent reviews and processes fiscal transactions for all agencies involved in the expenditure of grant funds to ensure appropriate use and eligibility of federal reimbursement. S/He monitors the progress of grant activities within the various programs and prepares reports for management and USDOT outlining their status. This position is responsible for evaluating MCSAP grant tasks and tracking and monitoring the MCSAP Compliance Officer training and annual certification to ensure both are completed according to grant requirements. S/He must be versed in hazardous materials and motor carrier safety regulations and be able to assist with program presentations pertaining to those regulations. This position coordinates the purchasing of all MCSAP related supplies and equipment to ensure procurement processes and mandates are adhered to.

The incumbent is afforded considerable latitude in the performance of duties both in grant administration and in the quality control of training programs. S/He works within established guidelines to identify grant and program goals. The incumbent is limited in the development of MCSAP grant program objectives by the numerous regulations involved, therefore the incumbent must be versed in hazardous materials and motor carrier safety regulations. S/He accomplishes responsibilities within the parameters of departmental policies and practices as well as goals and objectives.

The incumbent maintains internal contact with CVS program personnel to evaluate needs and monitor the impact of grants administered. S/He keeps management advised of program status as well. Externally, the incumbent maintains frequent contact with agency management involved in the regulation of commercial transportation as well as USDOT representatives regarding grant administration. S/He is in contact with various other state agency management for the development of coordinated training programs. The incumbent also maintains contact with private industry management and professional association directors in order to coordinate efforts between government agencies and the general public. This position requires occasional statewide travel which may include overnight stays.

The effectiveness of this position can be measured by the incumbent's administration of an effective and comprehensive grant program which ensures qualification of CVS programs for federal grant funds, state matching funds, and other potential grant funds. Effectiveness is further measured by the incumbent's ability to successfully accomplish the goals and objectives set forth by the Program Support Unit Manager.

Principal Accountabilities

1. Administers, develops, monitors, and evaluates grant activities associated with the MCSAP grant and related supplemental grants.
2. Prepares documentation to qualify CVS programs for award of federal grant funds and justify state matching funds through the appropriation process.
3. Identifies tasks and objectives necessary and/or desirable for the management of the MCSAP and recommends appropriate funding sources for accomplishment of task and program objectives to management.
4. Establishes MCSAP grant objectives in conjunction with the ISP, USDOT, and CVS program administrators.
5. Drafts annual grant and supplemental proposals and ensures incorporation of program objectives and inclusion of all amendments.
6. Reviews and processes fiscal transactions for all agencies involved in the expenditure of grant funds to ensure appropriate use and eligibility of federal reimbursement.
7. Monitors progress of grant activities within the various programs.
8. Prepares and submits timely quarterly progress reports on goals and objectives outlined within the grant and the progress made while identifying any shortcomings and the reasoning for same.
9. Evaluates MCSAP grant tasks and tracks and monitors MCSAP Compliance Officer training and annual certification to ensure both are completed according to grant requirements.
10. Assists with program presentations pertaining to hazardous materials and motor carrier safety regulations.
11. Coordinates the purchasing of all MCSAP related supplies and equipment to ensure procurement processes and mandates are adhered to.
12. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to

the fair and equitable treatment of all employees.

13. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience:
 - Completion of a bachelor's degree majoring in public administration or business administration plus two years of experience with grant administration, invoice processing, or a combination thereof, OR
 - Eight years of experience with grant administration, invoice processing, or a combination thereof
- Occasional statewide travel which may include overnight stays
- Valid driver's license

Position Desirables

- General working knowledge of governmental operations
- Experience working with transportation grants and general grant compliance requirements
- Detail-oriented with strong organizational skills
- Strong oral and written communication skills
- Ability to make presentations to large groups

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

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

Office: Office of Finance and Administration, Bureau of Investigations and Compliance

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

Job Function: Transportation

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the work.Illinois.gov homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the work.Illinois.gov homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees^[KS(1)] and review the Internal Candidate Application Job Aid [HERE](#)^[KS(2)]

Non-State employees: on work.Illinois.gov – click "Application Procedures" in the footer of every page of the website.