

Job Title: TECHNICAL MANAGER IV - TRANSIT PLANNING MANAGER - IPR#45018

Agency : Department of Transportation

Closing Date/Time: 11/28/2022

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

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

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 the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors employee career portal.**

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 Transit Planning 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 provides technical support and analytical expertise internally and externally for transit related planning activities. This position is responsible for developing and managing internal transit planning studies and administering state and federal planning grants to transit operators and other agencies as assigned. This position is responsible for preparing the public transportation portion of the proposed multimodal Multi-Year Program (MYP) which includes operator's multi-year capital and operating budgets. The incumbent maintains a proactive working relationship with the Office of Intermodal Project Implementation (OIP) and external public transportation operators. This position manages fund transfers and approvals for use of transportation development credits for transit agencies.

Capital grants budget amount: \$1.0 - \$3.0 billion annually
Operating assistance amount: \$2.3 billion annually
Urbanized area systems: 16
Rural/small urban systems: 48
Not-for-profit agencies: 100+
Program funding categories: 17+
Legislation reviewed: 25 +
Special reports: 100-150

This position reports to the Transit Program Planning Manager. There are no subordinates reporting to this position.

Under the general supervision of the Transit Program Planning Manager, the incumbent functions as primary transit planner in the Bureau of Planning. They are responsible for gathering and analyzing data on transit system use and operations to understand and accurately identify the needs and impacts of the public transportation programs. The incumbent must develop strong internal and external relationships and serves as a technical expert on transit related matters. S/He is responsible for developing the public transportation portion of the multimodal Multi-Year Program (MYP) that includes a public transportation systems profile. This requires the incumbent to formulate and recommend strategies for increasing ridership and providing adequate levels of financial support for public transportation systems. S/He may prepare revenue projections, federal funding forecasts, recommend annual and multi-year capital improvement programs, analyze and recommend operating assistance initiatives, and review federal and state legislation pertaining to transit programs.

(Job Responsibilities continued)

The greatest challenge to this position is maintaining knowledge of public transportation operations and trends to provide a quality and timely review of public transportation plans and programs while assisting the department in setting transit related goals and identifying and tracking performance measures. Typical problems include maintaining awareness of the diverse needs of the state's numerous public transportation systems and forecasting state and federal funding levels.

S/He is responsible for developing and managing studies that evaluate transit use in the state. They are responsible for maintaining awareness of public transportation ridership and funding trends. The incumbent is responsible for ensuring that all revenue, operating, and needs data for public transportation are current and accurate in the annual multimodal MYP. S/He reviews and administers fund transfers and transportation development credit requests from the OIPI and external public transportation operators to ensure they meet policy requirements and are processed in a timely manner. This requires establishment of procedures and the development and maintenance of computerized monitoring reports. The position must maintain knowledge of the diverse public transportation systems, the state and federal funding process, the grant award process, and the project implementation process. The incumbent is responsible for preparing reports or briefings on program initiatives and issues affecting the public transportation systems in the state. The incumbent must be familiar with the various methods of financing transit systems and understand the problems the systems have in operating and financing the service.

The incumbent receives guidance from the Transit Program Planning Manager and the OIPI in the development of the operating and capital budgets and the annual and multi-year capital programs when developing the public transportation portion of the proposed multimodal MYP and the Illinois Public Transportation Systems Profile.

Internally, the incumbent has continuing contact with the metropolitan planning staff, the OIPI staff, the Office of Legislative Affairs, and the Office of Finance and Administration. Externally, s/he will have occasional contact with the staffs of the Governor's Office of Management and Budget, and routine communication with metropolitan planning organizations and transit agencies throughout the state. Occasional statewide and out-of-state travel with overnight stays is required.

The effectiveness of this position is measured by the ability of the incumbent to identify and evaluate public transportation needs and the capital and operating funding resources necessary for developing the public transportation portion of the proposed multimodal MYP and the Illinois Public Transportation Systems Profile budget requests. The effectiveness of this position is also measured by the ability of the incumbent to gather and process monitoring and status reports in an accurate, concise, and timely manner.

Principal Accountabilities

1. Ensures timely preparation of the public transportation portion of the proposed multimodal MYP.
2. Reviews and analyzes all requests from the OIPI and external public transportation operators for transportation development credits.
3. Reviews, analyzes, and evaluates project recommendations to assure completion of program priorities.
4. Ensures accurate and timely maintenance of public transportation operating data, funding data, and grant status.
5. Develops and prepares reports, special studies, and correspondence in a timely manner to accurately reflect the needs of public transportation.
6. Handles issues for the Transit Program Planning Manager in his/her absence.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Completion of a bachelor's degree majoring in planning, geography, business administration, public administration, economics, or political science plus two years of experience in transportation, urban planning, or a combination thereof, OR
 - Eight years of experience in transportation, urban planning, or a combination thereof
- Valid driver's license
- Occasional statewide and out-of-state travel with overnight stays

Position Desirables

- Knowledge of financing transit capital improvements and system operation
- Familiar with various methods of financing transit systems
- Familiar with data sources, federal and state revenue statutes, and legislative processes
- Familiar with the process for awarding transit operating and capital grants along with project implementation
- Knowledge of the many elements of transit costs
- Familiar with transit agencies structures, services, and local funding capabilities
- Proficient in Microsoft Office, Access, Excel, and Word
- Strong oral and written communication skills

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 and Programming/Bureau of Planning

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: 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 Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com 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 and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

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