

**Technical Manager IV (1 Position)
Transit Procurement Specialist**

IPR Number:	43495	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-80-502-00-01	Shift:	8:00 am – 4:30 pm
Opening Date:	August 28, 2019		Monday – Friday
Closing Date:	September 11, 2019	Salary:	\$5,015 – \$7,085*

Office/Central Bureau/District/Work Address:

Office of Intermodal Project Implementation / Bureau of Transit Capital / 100 West Randolph, Suite 6-600, Chicago, Illinois

Position Purpose:

This position is accountable for effectively administering vehicle asset procurements via the department's annual statewide Consolidated Vehicle Procurement (CVP) program, various statewide capital initiatives, and federal public transportation capital programs, such as 49 United States Code Section 5310 (Section 5310) administered in whole or in part by the department.

Qualifications:

Position Requirements:

- Education/Experience
 - Completion of 120 hours of college majoring in business administration, or public administration, plus two years of experience working in transportation, urban planning, public policy, grant management, project management, procurement, transit vehicle maintenance, or a combination thereof, **OR**
 - Ten years of experience working in transportation, urban planning, public policy, grant management, project management, procurement, transit vehicle maintenance, or a combination thereof
- In-state and out-of-state travel including air transportation and some overnight stays
- Valid driver's license

Position Desirables:

- Knowledge of paratransit vehicles and mechanical aptitude to be able to understand the specialized design and operating characteristics of paratransit vehicles
- Excellent written and oral communication skills
- Proficient with spreadsheet and word processing computer programs
- Excellent budget development and analytical skills
- Excellent organizational skills to efficiently manage the CVP program

How to Apply/Remarks:

Technical Applications PM1080 (rev 8/23/19) 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 by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. The previous application form revised 6/1/17, will be accepted until 4:30 pm on October 23, 2019.

Agency Contact: Bureau of Personnel Management, 217/782-5594

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

Only education/coursework and experience listed within the application will be considered for determining eligibility for this position.

Please be advised that if a high volume of applications is received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

Applicants will be notified in writing to schedule interviews.

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	May 16, 2019	WORKING TITLE:	Transit Procurement Specialist
POSITION CLASSIFICATION:	Technical Manager IV	OFFICE/BUREAU:	Office of Intermodal Project Implementation / Bureau of Transit Capital
POSITION NUMBER:	PW414-23-80-502-00-01	REGION/DISTRICT:	n/a

Position Purpose

This position is accountable for effectively administering vehicle asset procurements via the department's annual statewide Consolidated Vehicle Procurement (CVP) program, various statewide capital initiatives, and federal public transportation capital programs, such as 49 United States Code Section 5310 (Section 5310) administered in whole or in part by the department.

Dimensions

Number of projects monitored:	50 - 70 annually
Funds administered:	\$10 - \$12 million annually
Vehicles procured:	100 - 150 annually

Nature and Scope

This position reports to the Section Chief Consolidated Vehicle Procurement. There are no subordinates reporting to this position.

The Illinois Department of Transportation (IDOT), through the Office of Intermodal Project Implementation (OIPI), has the responsibility to administer the annual apportionment of federal and state capital funds to be used for procurement of specialized public transit vehicles throughout the state. The department coordinates the CVP process and distributes vehicles throughout the state based on annual and episodic applications submitted to the state from non-profit public transportation providers. The statewide transportation needs far exceed available funding resources. The department helps grantees with the correct procurement process and monitors the use of the vehicles for the duration of the vehicle's useful life as well as monitors them for program compliance.

The greatest challenge facing the incumbent is to effectively administer the CVP program and vehicle procurement cycles which impact the transportation needs of hundreds of private not-for-profit organizations serving the elderly and persons with disabilities throughout the state. Typical problems confronting the incumbent include developing methods to review and evaluate dozens to hundreds of CVP applications annually, determining the allocation of federal and state funds which best meet public and specialized transportation needs, ensuring that the vehicles are built to contract specifications, efficiently allocating state and federal CVP funding, identifying and securing innovative sources of funding for capital projects, and responding in a timely manner to a variety of requests which have been submitted to the unit.

The incumbent will assist the department consultant with the development of vehicle specifications for rolling stock on-line production inspections and other technical program issues. The department engages consultant services and the incumbent coordinates the procurement of these consultant services, monitors the contract, directs work scope activities, reviews and approves vendor invoices, and works closely with the consultant to successfully manage the technical elements of the program and stay current on new and innovative paratransit

vehicle technology. The incumbent provides the CVP elements to an annual five-year capital improvement program which represents long-term CVP needs and identifies appropriate state and federal capital improvement funds. This position maintains accurate and complete records of all CVP grant activities and grant fund accounts to ensure all funds are allocated and that no federal funds are lost to the state. S/He analyzes capital grant applications for funds that provide vehicles for downstate health and human service providers. The applications are analyzed with regard to cost, justifiable need, grant requirements, departmental policies, and funding availability. The incumbent produces grant approval recommendations and contracts. S/He manages the grant through final close-out and audit while maintaining accurate project records. The incumbent produces regular reports on various subjects relating to the funding, expenditures, invoices, and programming of the Section 5310 and Section 5339 CVP programs. S/He develops and maintains computer programs necessary for the management of related data which must be recorded and organized for the analysis of a wide variety of issues to assist with the development of vehicle specifications for rolling stock on-line production inspections and other technical program issues for which the department engages consultant services.

The incumbent must follow state policies and procedures relating to public and intermodal transportation programs and is responsible for exercising a high degree of initiative in accomplishing daily activities, however the section chief determines priorities. Actions that may result in setting precedence regarding existing state or federal policies and procedures should be reviewed and approved by upper management.

Internal contacts include OIPI staff as well as staff of the Offices of Planning and Programming, Chief Counsel, Finance and Administration, Legislative Affairs, Business and Workforce Diversity, Internal Audit, Communications, and others. Externally, the incumbent has contact with local public and private transportation agencies, local and state officials, planning agencies, the public, consultants, internal and external auditors, and representatives of the Federal Transit Administration (FTA) for the purpose of accomplishing all assigned responsibilities. Tasks of this position require the incumbent to travel and make presentations including at conferences and to local transit officials and operators as well as conducting on-site project reviews.

The effectiveness of this position will be evaluated by the incumbent's ability to effectively manage the program and grant funds, develop and maintain accurate records, deliver safe and reliable vehicles to qualified applicants in a timely manner, resolve issues with CVP vehicles and ensure no federal funds are lost to the state.

Principal Accountabilities

1. Manages, monitors, and assists with the CVP capital grant and the federal Section 5310, 5311 (capital) and 5339 programs.
2. Manages the CVP consultant contract for vehicle specifications, accompanies the consultants on in-plant inspections of prototype vehicles, monitors vehicle production, performs final inspections prior to delivery of vehicles, and ensures proper procurement of vehicles.
3. Programs and budgets federal and state funds that best meet statewide specialized transportation needs.
4. Manages the annual state purchase and delivery of paratransit vehicles.
5. Reviews and recommends approval of CVP grant applications which best meet stated evaluation criteria and conform to federal and state policies.
6. Maintains up-to-date knowledge of all applicable federal regulations and the impact of changing requirements and recommends changes to state procedures.
7. Performs on-site program reviews and post-delivery inspections to ensure grant recipients are compliant with federal and state requirements.

8. Inspects grantees for Section 5310 program compliance, offers program-level technical assistance to grantees to remain in compliance with program requirements.
9. Manages responsive administration of 100 - 200 vehicle grants each year including generating and routing grant agreements.
10. Maintains an accurate, clear and thorough current program of projects and reports milestone progress for federal grants.
11. Participates in and contributes to the annual review and update of the internal procedural manuals.
12. Maintains a transit electronic and physical filing system to be used by all transit staff.
13. Collects data and produces internal and external reports and communications for the Section Chief's approval.
14. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
15. Performs other duties as assigned.

Subordinates of this position

Position Classification	Position Number	Working Title	Authorized Identical
N/A			

Supervisor of this position

Immediate Supervisor Position Classification: Technical Manager V

Working Title: Section Chief Consolidated Vehicle Procurement

Position Number: PW415-23-80-502-00-01

Position Requirements

- Education/Experience
 - Completion of 120 hours of college majoring in business administration, or public administration, plus two years of experience working in transportation, urban planning, public policy, grant management, project management, procurement, transit vehicle maintenance, or a combination thereof, **OR**
 - Ten years of experience working in transportation, urban planning, public policy, grant management, project management, procurement, transit vehicle maintenance, or a combination thereof
- In-state and out-of-state travel including air transportation and some overnight stays
- Valid driver's license

Position Desirables

- Knowledge of paratransit vehicles and mechanical aptitude to be able to understand the specialized design and operating characteristics of paratransit vehicles
- Excellent written and oral communication skills
- Proficient with spreadsheet and word processing computer programs
- Excellent budget development and analytical skills
- Excellent organizational skills to efficiently manage the CVP program

Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation