



**Technical Manager IV (1 Position)
Program Coordinator**

Bunny Koehler

IPR Number:	44451	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-80-504-00-01	Shift:	8:00 am – 4:30 pm Monday – Friday
Opening Date:	August 31, 2020	Salary:	\$5,120 – \$9,155 *
Closing Date:	September 14, 2020		

Office/Central Bureau/District/Work Address:

Office of Intermodal Project Implementation / Bureau of Transit Capital / 69 W. Washington, Ste. 2100, Chicago, IL

Position Purpose:

This position is accountable for the management of state funded public transportation capital improvement projects for the purpose of improving transit capital investments which increase the efficiency and reliability of transit operations for the state of Illinois, excluding northeastern Illinois and providers in the Regional Transportation Authority (RTA) area.

Qualifications:

Position Requirements:

- Education/Experience:
 - Completion of a bachelor's degree majoring in business administration, public administration, finance, management, project management, or planning plus two years of experience with project management, grant management, procurement practices, construction management, budget management, or a combination thereof, **OR**
 - Eight years of experience with project management, grant management, procurement practices, construction management, budget management, or a combination thereof
- Occasional statewide travel with overnight stays
- Valid driver's license

Position Desirables:

- Strong oral and written communication skills
- Detail oriented with strong organizational skills
- Ability to visualize, articulate, and solve complex problems
- Knowledge of transit funding programs
- Ability to plan and adapt as needs and funding availability change
- Proficient in Microsoft Office Suite applications
- Ability to manage and analyze large amounts of data

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.

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 qualifications and experience relative to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	June 1, 2020	WORKING TITLE:	Program Coordinator
POSITION CLASSIFICATION:	Technical Manager IV	OFFICE/BUREAU:	Office of Intermodal Project Implementation / Bureau of Transit Capital
POSITION NUMBER:	PW414-23-80-504-00-01	REGION/DISTRICT:	N/A

Position Purpose

This position is accountable for the management of state funded public transportation capital improvement projects for the purpose of improving transit capital investments which increase the efficiency and reliability of transit operations for the state of Illinois, excluding northeastern Illinois and providers in the Regional Transportation Authority (RTA) area.

Dimensions

Capital projects administered:	25 - 30 annually
Approximate value:	\$45 million

Nature and Scope

This position reports to the Section Chief Transit Capital – Statewide. There are no subordinates reporting to this position.

The Office of Intermodal Project Implementation (OIP) is responsible for the state funding and oversight of public transportation projects that will improve public transportation throughout Illinois. The Statewide Capital Section is responsible for the review and analysis of public transportation capital improvements projects and recommendation of approval and administration of transit capital grant programs to the various counties, municipalities, and mass transit districts throughout the state, excluding Northeastern Illinois and providers in the RTA area. These state and federal grants typically fund facility maintenance and/or construction projects, vehicle procurement, and equipment purchases necessary to provide a safe and efficient statewide public transportation system. In addition, the Statewide Capital Section provides technical assistance to funding recipients or grantees regarding federal and state program compliance, guidelines, and requirements.

Typical challenges faced by the incumbent include communication and coordination with funding recipients, Statewide Capital Section staff, and other offices within the department to address questions and issues related to the capital grant program. Other challenges include monitoring the forward movement of project tasks to completion and resolution in a timely manner. Typical problems faced by the incumbent prior to grant approval include coordinating capital grant budgets and scopes with various funding agencies, providing instructions and assistance in the preparation of state grant application materials, analyzing project justification and need, evaluating projects for funding eligibility, and prioritizing projects that meet state objectives. Typical problems in administering capital grant projects include ensuring compliance with state and federal guidelines, ensuring project implementation is consistent with approved scope and budget, and addressing issues that arise during project implementation. Major challenges for the incumbent regarding the capital program are to ensure that grant funds are used for eligible expenses, projects are implemented within state and federal timeframes, and departmental policies and are in compliance with state and federal guidelines.

The incumbent is personally responsible for managing a program of projects which may include an analysis of programs developed by the various transit providers. The incumbent is personally responsible for reviewing and analyzing capital grant applications with regard to cost, justifiable need, state and federal grant requirements, departmental policies, and funding availability. The incumbent participates and contributes to the annual updates to the internal transit capital procedures manual. The incumbent produces grant approval recommendations and prepares agreements. This position manages approved projects by ensuring compliance with state and federal requirements and analyzing and approving project budgets, architectural and engineering designs, request for pre-bid and pre-award concurrence, and submitted expenditures. S/He manages the grant from application through final close out and audit and is responsible for maintaining accurate project records. The incumbent produces regular reports on various subjects relating to capital projects involving transit operations, finances, and procurements as well as state funded programs. S/He is responsible for tracking and maintaining data within the office's grant management system which must be recorded and organized so that information is readily available for reporting purposes. The incumbent may prepare analyses for a wide variety of issues. Other responsibilities include on-site inspection of project facilities, equipment use, and construction activities. The incumbent also represents the department at selected meetings on capital improvement projects. S/He may be called upon to perform special high priority assignments related to OIPI activities.

The incumbent evaluates matters of a sensitive and complex nature and offers recommendations to the Section Chief Transit Capital – Statewide for resolution. This position is constrained by departmental regulations and state and federal policies and procedures relating to public transportation grant improvement programs. The incumbent may be required to direct the project managers on selected projects and will work closely with them on matters relating to the management of the program as a whole.

Contacts within the department include OIPI staff as well as the Office of Internal Audit, Office of Business and Workforce Diversity, Office of Planning and Programming, Office of Finance and Administration, Office of Chief Counsel, Office of Communications, and Office of Legislative Affairs. External contacts include elected officials and staff of various municipalities; the Department of Central Management Services; executive offices of mass transit districts; local and regional government officials, universities, and transportation consultants and suppliers; transit providers; planning agencies; the Illinois Public Transportation Association; and the Federal Transit Administration. This position requires occasional statewide travel with overnight stays.

The effectiveness of this position may be measured by the incumbent's ability to provide effective and efficient management of the implementation of public transportation capital improvement programs for the state of Illinois, excluding northeastern Illinois and the RTA area.

Principal Accountabilities

1. Develops and manages the department's program of projects for the transit capital funding programs including state and federally funded capital improvement programs.
2. Manages the status of tasks related to capital projects assigned to individual project managers.
3. Tracks and maintains the OIPI's project data in an organized manner in its grants management and computer information systems so information is readily available for reporting purposes.
4. Maintains thorough and accurate records and proper records retention in accordance with departmental policy and procedures.
5. Analyzes and develops recommendations to upper management for resolving funding and project implementation issues.

6. Coordinates with the OIPI Transit Program Compliance Section to ensure compliance of grant activities within established departmental guidelines for grant administration and makes recommendations on project activities.
7. Reviews and approves concurrence requests and payment requisitions within stated timeframes and ensures funding payment requests are within budget.
8. Participates and contributes to the annual review and update of the internal transit procedure manuals.
9. Maintains current knowledge of federal and state program compliance requirements.
10. Prepares special reports as requested.
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.

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 Transit Capital – Statewide

Position Number: PW415-23-80-504-00-01

Position Requirements

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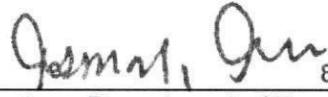
Position Desirables

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Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation