

Job Title: TECHNICAL MANAGER V - AVIATION ANNUAL PROGRAM PLANNING SPECIALIST - IPR#45402

Agency: Department of Transportation

Closing Date/Time: 01/28/2022

Salary: \$6,145-\$10,210 MONTHLY

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916

***This position is covered by the Revolving Door Prohibition Policy.**

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 an Aviation Annual Program Planning Specialist. 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 assisting in the development and recommendation of the department's annual Airport Improvement Program and the annual Improvements Capital and Grants Budget, S/He is responsible for approving all requests from the Division of Aeronautics for release or cancellation of state funds.

Illinois State Airport System Plan Immediate, 5-year investment - \$800 million

Illinois Airport Improvement Program - \$160 million annually

Illinois airports - 77

This position reports to the Aviation Program Planning Section Chief. There are no subordinates reporting to this position.

The incumbent works in an environment that identifies solutions to statewide aviation problems, assesses their impacts, and recommends a strategy that clearly attacks their deficiencies within the multi-year time frame and fiscal constraints. The incumbent exercises a wide degree of latitude in developing analytical guidelines to be used in setting priorities among alternative airport projects. S/He makes recommendations to the Aviation Program Planning Section Chief for the approval of projects staged over the multi-year timeframe. S/He obtains information from various federal and state sources and uses this data to develop and recommend the annual Improvements Capital and Grants Budget to the Aviation Program Planning Section Chief. The incumbent, along with a representative from the Division of Aeronautics, co-manages the annual Airport Condition Pavement Inspection Program.

The greatest challenges to this position are to formulate a realistic Airport Improvement Program that meets the goals and objectives of the department in order to provide comprehensive plans and investment recommendations to preserve and maintain airport facilities and services to an adequate level for requirements of

Illinois commerce, industry, and the public at large. This challenge is compounded by the diversity, complexity, and scope of existing airport deficiencies as well as the scarcity of both federal and state funds available to attack these problems. To meet this challenge, efficient airport facility management initiatives, strategies, and alternatives must be continually developed and evaluated. The results of these efforts must be translated into explicit criteria to guide proposals and evaluation methodologies to select and prioritize a final program of projects. A typical problem includes the sensitive nature of project selection in an environment of limited funding availability. Other problems involve setting project priorities, developing federal/state/local funding projections for use in preparing the annual airport capital budget, and defending the rationale used to the Aviation Program Planning Section Chief and Bureau Chief of Planning.

The incumbent determines final priorities and recommends projects to be included in the department's annual and multi-year Airport Improvement Program, recommends changes to this program after it has been adopted,

(Job Responsibilities continued)

and monitors the progress of the Airport Improvement Program through the year. Inclusion in this program is required before any project can receive state/federal funds. The incumbent reviews all projects proposed by the Division of Aeronautics for letting and recommends their approval or disapproval to the Aviation Program Planning Section Chief. The incumbent develops the aviation section of the Long-Range Transportation Plan (LRTP) and proposed Multimodal Multi-Year Improvement Program. S/He develops the annual Airport Inventory Report. The incumbent manages the Aircraft Operations Study at selected non-towered airports under contract. The incumbent approves agreements between the Division of Aeronautics and the various airport sponsors and has approval authority over requests for release of state road funds and Series B bond funds which are required as the state match for all eligible airport improvement projects. Using information obtained from congressional staff, the Federal Aviation Administration (FAA), and other independent sources, the incumbent makes funding projections and prepares the documents to be used in the annual Improvement Capital and Grants Budget. S/He makes recommendations to consultants who prepare various sections of the Illinois Aviation System Plans. S/He assists in the development of the contract for the Airport Pavement Condition Inspection Program. The incumbent represents the Aviation Program Planning Section Chief and/or Bureau Chief of Planning at major project meetings as needed. The incumbent may work on other modal programs.

The incumbent receives general guidance from the Aviation Program Planning Section Chief but has wide latitude in the preparation of the Airport Improvement Program and the annual Improvement Capital and Grants Budget.

S/He recommends approval of projects proposed for letting, provides the Office of Planning and Programming concurrence for agency agreements, and requests release and cancellation of state road funds and Series B bond funds from the Bureau of Budget and Fiscal Management. S/He operates within the policies of the Office of Planning and Programming and the department.

Internally, the incumbent has contact with personnel in the Office of Highways Project Implementation, Office of Finance and Administration, and Office of Communications. Externally, s/he has contact with the Office of Management and Budget, FAA, airline companies, and numerous local airport personnel including mayors and airport board members. Occasional statewide travel with limited overnight stays to attend meetings and conferences is required.

The effectiveness of this position is measured by the degree to which the Airport Improvement Program is developed to meet state and local immediate and long-range goals, is fiscally attainable, and operationally responsible. Further effectiveness is measured by the incumbent's ability to keep abreast of the problems and issues that impact the Airport Improvement Program and to anticipate likely change developments.

Principal Accountabilities

1. Develops, recommends, and monitors the annual Airport Improvement Program which determines which projects will be funded.
2. Develops and recommends the annual Improvement Capital and Grants Budget which determines the size of the Airport Improvement Program.
3. Develops the aviation section of the Long-Range Transportation Plan (LRTP) and proposed Multimodal Multi-Year Improvement Program.
4. Develops the annual Airport Inventory Report.
5. Manages the Aircraft Operations Study at selected non-towered airports under contract.
6. Reviews and approves all requests from the Division of Aeronautics for release or cancellation of state road funds, Series B bond funds, and any other state funding sources. This approval is required before any funds can be expended.
7. Reviews, analyzes, and evaluates project recommendations and recommendations for project and program trade-offs by the Division of Aeronautics.
8. Co-manages the department's Airport Pavement Condition Inspection Program.
9. Represents the Aviation Program Planning Section Chief and/or Bureau Chief of Planning in meetings as

needed.

10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of employees.

11. Performs other duties as assigned. This may include, but is not limited to, work on other modal programs.

Qualifications

Principle Accountabilities

- Education/Experience
 - Completion of a bachelor's degree majoring in aviation management, aviation planning, or public administration PLUS three years of experience in the aviation transportation field managing an airport, performing aviation planning, administering a transportation program, or a combination thereof; OR
 - Eleven years of experience in the aviation transportation field managing an airport, performing aviation planning, administering a transportation program, or a combination thereof
- Valid driver's license
- Occasional statewide travel with limited overnight stays

Position Desirables

- Familiarity with the FAA's Airport Improvement Program Handbook
- Knowledge of the project planning process and ability to plan, develop, implement, and evaluate activities associated with the annual and multi-year airport program development
- Ability to present technical information to others with clarity and precision
- Strong oral and written communication skills
- Proficiency in the use of Microsoft Excel, Word, and PowerPoint software programs

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

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

Work Office: Office of Planning and Programming, Bureau of Planning

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.