

# Job Title: TECHNICAL MANAGER III - TRANSIT OPERATING PROJECT MANAGER-NORTHERN - IPR#45476

**Agency:** Department of Transportation  
**Closing Date/Time:** 01/28/2022  
**Salary:** \$4,765 - \$8,295 Monthly  
**Job Type:** Salaried Full Time  
**County:** Cook  
**Number of Vacancies:** 2  
**Plan/BU:** NR916

Interested applicants must apply for this position on the Work for Illinois website, [www.work.illinois.gov](http://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 Transit Operating Project Managers. 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 responsible for project management and compliance oversight of public transportation operating assistance applications, budgets, contracts, and payment requisitions in the northern portion of the state of Illinois. This position assists both urban and rural communities with various populations with grant related issues, technical assistance, and meeting federal and state program compliance requirements. In addition, this position is responsible for assisting the Section Chief Transit Operating - Northern in managing the day-to-day oversight, reporting, analysis, compliance activities, and investigations associated with state and federal operating grant assistance programs.

Operating grants administered annually: 10-20

Grantee site inspections performed annually: 10-20

Total grant funds administered annually: \$50-\$100 million

This position reports to the Section Chief Transit Operating - Northern. No subordinates report to this position.

This position works in an environment that is accountable for the day-to-day project management and compliance oversight of operating assistance grants to both rural and urbanized grantees that provide public transportation in the Northern areas of the state. The incumbent may also provide technical assistance to the grantees regarding federal and state program compliance guidelines and requirements. The grants managed by the incumbent are numerous and typically involve eligible operating expense issues associated with the department's operating assistance grant programs in rural and urbanized areas.

The greatest challenges to this position are managing a large number of grants with various public transportation providers and ensuring grantees utilize grant funds for eligible cost activities and operation within state and federal program guidelines. Typical grant management problems confronting the incumbent include monitoring compliance with federal and state requirements, ensuring grantee adherence to budget and scope limitations,

reconciling issues related to eligible cost and requisition issues, and obtaining and analyzing necessary operating data for federal and state reporting requirements in a timely manner.

### **(Job Responsibilities continued)**

The incumbent is personally accountable for the principal review of annual applications for operating assistance grants. This review will address issues of compliance with federal and state requirements as well as make an assessment of whether the proposed project is necessary, beneficial, and cost-effective. After review and approval, the incumbent ensures that federal and state regulations are followed by the grantee; grantee actions are consistent with the grant application and grant contract documents; all grantee reporting requirements are met; and all requisitions are complete, timely, accurate, and justified. The incumbent maintains accurate grant and accounting records of all grant actions and funds disbursed through the grant. The incumbent is required to perform site reviews and prepare written compliance reports. The incumbent may be called upon to perform special high priority assignments related to the office's activities or other tasks as assigned. S/He also participates and contributes to the annual review and update of the internal transit procedure manuals.

The incumbent evaluates matters of a sensitive and complex nature and offers recommendations to the Section Chief Transit Operating - Northern for resolution and is responsible to implement the agreed upon course of action. The incumbent is constrained by departmental regulations and federal and state policies and procedures relating to public transportation programs.

As a project manager, this position has contact with Office of Intermodal Project Implementation (OIPI) staff and representatives of the Offices of Planning and Programming, Internal Audit, Finance and Administration, Chief Counsel, and Communications. Externally, the incumbent has contacts with consultant firms, local public and private transportation agencies, local and state officials, not-for-profit agency representatives, human services transportation coordinators, the Rural Transit Assistance Center, the Illinois Public Transportation Association, the Federal Transit Administration, the public, and vendors. Frequent travel throughout northern Illinois with occasional overnight stays is required to complete tasks and make presentations to transit officials and providers. The effectiveness of the position can be measured by the ability of the incumbent to provide proper and timely management of operating assistance grant activities by understanding these programs, communicating relevant information to grantees, promptly and accurately processing grant and payment documents, and working cohesively with all department and grantee staff.

### **Principal Accountabilities**

1. Assists and directs grantees in the development of grant applications, contracts, payment requisitions, audit schedules, and data reporting requirements.
2. Evaluates operating grant application documents, including budgets, to assess merit and identify deficiencies.
3. Evaluates completed grant applications and makes recommendations to the Section Chief Transit Operating - Northern for grant approval or other actions.
4. Prepares correspondence and documents necessary for the management of applications and grants assigned to the incumbent.
5. Monitors all project activities and provides guidance on compliance with all grant requirements.
6. Performs site reviews and prepares written compliance reports.
7. Evaluates requests for payment for accuracy and ensures conformity with the approved grant requirements.
8. Maintains thorough and accurate records, data entry, data management, and records retention in accordance with departmental policy and procedures.
9. Participates and contributes to the annual review and update of the internal transit procedure manuals.
10. Maintains current knowledge of federal and state program compliance requirements.
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.

### **Qualifications**

#### **Position Requirements**

- Education/Experience:
  - Completion of a bachelor's degree majoring in business administration, accounting, finance, management, planning, or public administration, OR
  - Completion of two years of college plus two years of experience with transportation operations, grant administration, project management, transit data analysis, or a combination thereof, OR
  - Six years of experience with transportation operations, grant administration, project management, transit data analysis, or a combination thereof

- Valid driver's license
- Frequent travel throughout northern Illinois with occasional overnight stays

**Position Desirables**

- Experience with financial management and general accounting principles
- Knowledge of Federal Transit Administration (FTA) grant programs
- Understanding of the Grant Accountability and Transparency Act (GATA) requirements
- Strong oral and written communication skills
- Strong interpersonal skills
- Proficient in Microsoft Word, Power Point, and Excel
- Strong organizational skills

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

**Work Location:** 69 W Washington St Chicago, IL 60602-3134

**Work Office:** Office of Intermodal Project Implementation, Bureau of Transit

**Agency Contact:** [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto: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](http://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](http://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](http://work.Illinois.gov) – click "Application Procedures" in the footer of every page of the website.