

Job Title: TECHNICAL MANAGER V - URBAN HIGHWAYS PROGRAM MANAGER - IPR#45522

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

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 a Urban Highways Program 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. 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 the development of the urban highways element of the department's Multi-Year Highway Improvement Program (MYP).
District 1 MYP program size: \$5.5 billion
District 1 projects on file: 3,600+
This position reports to the Program Development Section Chief. Reporting to this position is the Urban Highways Program Analyst.
This position is part of a professional and technical team charged with the development, preparation, publication, and monitoring of the department's MYP. This position plans and directs the development of the urban element of the department's MYP. The MYP consists of specific road, bridge, safety, and capacity improvement projects that will provide to the highway user a level of service which meets the fiscal constraints dictated by the governor's annual budget and by the department's multi-year projections of state and federal resources. This position is unique in that it uses knowledge of the Office of Highways Project Implementation (OHPI) policies, procedures, and practices of bridge inspections and ratings; road inventory and condition ratings; feasibility, location, and design studies; land acquisition; construction; and contract maintenance. This knowledge is used by the incumbent when evaluating District 1 program submittals in order to direct the development of a program within fiscal constraints and develop a program implementation timetable. The incumbent is directly responsible for understanding the legislative practicalities and sensitivities of highway programming, requirements of legislative dictates and federal directives, and specific design criteria and policies as developed by the OHPI. The greatest challenge of this position is to prepare MYPs for urban highways that most effectively meet the service levels of the department's planning goals and objectives; and that produce a satisfactory balance between maintenance, preservation, and reconstruction activities which align with the department's Transportation Asset Management Plan (TAMP). A typical problem of this position is to ensure that all district program submittals conform to established criteria within all program categories as outlined in the programming guidelines and to work with district personnel to resolve any noted discrepancies.

The incumbent is personally responsible for development of the urban element of the department's MYP. The incumbent evaluates District 1 program submittals to ensure that all urban projects conform to established criteria and helps to resolve any noted issues. The incumbent provides information on the status of the urban highway program and summaries of urban program accomplishments to management. The incumbent ensures the accuracy and completeness of the urban project information in the Windows Program Planning System (WPPS). S/He directs the programming and monitoring of special federal funds allocated to the department for use on

(Job Responsibilities continued)

specific urban highway projects. S/He ensures that all urban projects are compliant with the department's TAMP, the Bureau of Programming's programming guidelines, and other department policies that affect the highway program. The incumbent stays informed of recent highway developments and anticipates problems and issues that may or will impact the department's urban highway program. S/He provides direction and supervision of his/her staff to ensure the effective accomplishment of programming activities.

The incumbent accomplishes his/her accountabilities through the following staff:

Urban Highways Program Analyst who assists with the development of the urban element of the department's MYP and day-to-day activities and projects assigned to the Urban Highways Unit.

The incumbent is given a wide degree of latitude in developing analytical guidelines for evaluating candidate projects submitted by the District 1 staff for the multi-year program including recommended annual elements. Subject to general management guidance and specific information requests, the incumbent has wide latitude in establishing work schedules and developing problem solving techniques.

The incumbent maintains daily communications with section and unit chiefs within the Office of Planning and Programming. S/He has ongoing contacts with the district program development staff and other district bureaus that may be involved with a particular project. Frequent contacts are with the Bureaus of Design and Environment, Bridges and Structures, and Operations along with the Office of Communications. Externally, the incumbent's contacts are with federal/state/local agencies involved in highway construction, operations, and programming as well as the Chicago Metropolitan Agency for Planning (CMAP). Occasional statewide travel with overnight stays is required.

The effectiveness of this position is measured by the urban element's adherence and conformance with the Bureau of Programming's programming guidelines and TAMP and the timeliness and feasibility for implementation of urban highway programs. Effectiveness is also measured by the incumbent's ability to keep abreast of and anticipate problems and issues that will impact the highway programs.

Principal Accountabilities

1. Prepares the urban element of the department's MYP, including a recommended annual element, that carries out the department's planning policies, priorities, and objectives and meets budget constraints.
2. Evaluates District 1 program submittals to ensure proper coding and TAMP compliance.
3. Ensures that the urban element of the MYP provides an optimal mix of projects meeting immediate and long-range goals within fiscal constraints.
4. Directs the programming, tracking, and monitoring of special federal funding allocated to the department for specific urban highway projects.
5. Stays informed of recent highway developments and anticipates problems and issues that may or will impact the department's urban highway program.
6. Prepares timely, accurate, and comprehensive project areawide status reports and briefings to provide management with current decision-making data.
7. Trains, motivates, and evaluates subordinate personnel to ensure effective and efficient accomplishment of the Urban Highways Unit's responsibilities and ensures compliance with all department safety rules, practices, and procedures.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Completion of a bachelor's degree majoring in business, finance, management, accounting, economics, or statistics, PLUS three years of experience in the practice of highway planning and programming, monitoring or analyzing program budgets, tracking program funds, managing a fiscally constrained program in compliance with federal and state regulations, or a combination thereof; OR

- Eleven years of experience in the practice of highway planning and programming, monitoring or analyzing program budgets, tracking program funds, managing a fiscally constrained program in compliance with federal and state regulations, or a combination thereof
- Valid driver's license
- Occasional statewide travel with overnight stays

Position Desirables

- Supervisory experience
- Experience working with Microsoft Office programs and large databases
- Working knowledge and utilization of highway program data
- Ability to communicate to management and colleagues in a clear, concise, and accurate manner
- Experience utilizing computer programs that manage large volumes of data with reporting functions
- Ability to effectively monitor and analyze data to provide accurate and timely program information

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

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

Work Office: Office of Finance and Administration, Bureau of Programming

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.