

# Job Title: TECHNICAL MANAGER VII - BUREAU CHIEF OF TRANSIT OPERATIONS - IPR#45842

**Agency:** Department of Transportation

**Closing Date/Time:** 07/11/2022

**Salary:** \$7,165 - \$11,660 Monthly

**Job Type:** Salaried Full Time

**County:** Cook

**Number of Vacancies:** 1

**Plan/BU:** Non-Union

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

\*\*\*\*\***A RESUME IS REQUIRED FOR THIS JOB POSTING**\*\*\*\*\*

Please attach a **DETAILED Resume/Curriculum Vitae (CV)** to the **MY DOCUMENTS** section of your application. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

## **Agency Mission Statement**

The Illinois Department of Transportation is seeking to hire a Bureau Chief of Transit Operations.

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 directs the development, evaluation, and administration of the various state and federal public and specialized statewide transportation operating assistance programs which contribute to effective and coordinated public transportation throughout the state. In addition, this position is responsible for monitoring and analyzing developments affecting statewide public transit operating assistance programs for compliance with federal and state program requirements and overseeing, monitoring, and measuring the progress of state and federal transit operating awards, required documentation, contracts, and payments. S/He is also responsible for coordinating responses to, and corrective actions for, audit and Federal Transit Administration (FTA) State Management Review findings and recommendations.

Operating assistance grants administered annually: 100+

Annual Operating Assistance Program: \$700+ million

This position reports to the Deputy Director of Transit. Reporting to this position are the Section Chief Transit Operating – Northern and Section Chief Transit Operating – Southern.

This position functions in an environment where the Bureau of Transit Operations and Bureau of Transit Capital within the Office of Intermodal Project Implementation (OIPI) are responsible for developing and administering comprehensive public, specialized, and intermodal transportation programs. S/He is accountable for directing the development, evaluation, and administration of the department's public transportation operating assistance awards through the state's Downstate Operating Assistance Program (DOAP), the FTA's Section 5311 Rural Transit Program, and other future FTA rural and small urban transit operating funding programs. This position is

responsible for the federal and state oversight of these programs and monitors state financial positions with respect to funding operating assistance transportation programs. In addition, s/he is accountable for the development, evaluation, and administration of the statewide rural and small urbanized public and specialized transportation coordination initiatives required by the FTA Section 5310, 5311, and other future FTA rural and small urban transit operating funding programs. Examples of FTA Section 5310 and 5311 transit programs include the Human Service Transportation Program, Rural Technical Assistance Program, and rural Intercity Bus Program. This position is also responsible for coordinating responses to, and corrective actions for, any transit operating audit and FTA State Management Review findings and recommendations. The incumbent oversees the planning, development, and administration of federal funding awards in support of transit operations.

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

Major challenges to this position include implementing state policies and procedures to ensure the department's role in the development of public and specialized transit programs; assessing valuation for recommendations for major system additions and projects; developing methodologies to program and distribute federal and state operating assistance funds to best meet statewide needs; ensuring existing systems are in full compliance with state and federal requirements; and coordinating with federal, state, and local governmental agencies, transit providers, and planning councils in the administration and implementation of these programs. Typical problems involve allocating scarce resources among various viable programs and transit providers; ensuring costs are eligible for reimbursement; monitoring grant recipients' compliance with state and federal program requirements; reviewing transit operating applications, contract documents, and payment requisitions; and ensuring other required program documentation is completed within stated timeframes.

The incumbent is personally responsible for coordinating the department's involvement in the development and management of state and federal operating assistance programs. S/He coordinates recommendations for major program issues such as federal and state transit financing developments which ensure that grant programs are reasonably provided and accounted for. The incumbent is responsible for resolving complex grant management problems and various non-routine award activities. This position develops and recommends to the Deputy Director of Transit annual program budgets, policy initiatives or changes, and technical assistance needs. The incumbent monitors and coordinates state and federal financing of public transportation programs. S/He provides the Deputy Director of Transit with timely and accurate information on the status of public transportation operating assistance programs and initiatives to promote effective decisions which are sensitive to funding, policy, and human resource constraints. The incumbent coordinates Bureau of Transit Operations activities with the relevant departmental offices, governmental representatives, and agents of the public and intermodal transportation carriers in a manner which promotes divisional policies and positions regarding the development of rural and small urban transit programs for the state. This position ensures that operating assistance, the Rural Transit Assistance Program (RTAP), and technical assistance grants are evaluated and administered in an effective, timely, and consistent manner.

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

The incumbent accomplishes accountabilities through the following staff:

Section Chief Transit Operating – Northern, who is accountable for the review, analysis, recommendation of approval and administration of public transportation operating assistance and human services coordination award programs for the northern portion of the state. S/He monitors and analyzes developments affecting transit in the northern Illinois areas.

Section Chief Transit Operating – Southern, who is accountable for review, analysis, recommendation of approval and administration of public transportation operating assistance and human services coordination award programs for the southern portion of the state. S/He monitors and analyzes developments affecting transit in the southern Illinois areas.

This position makes recommendations for approval to the Deputy Director of Transit regarding programmatic and operations issues. The incumbent's program-related responsibility includes offering approval recommendations for new grants and awards, amendments to grants and awards, requisition reimbursements, and technical study contracts. This position assumes considerable decision-making authority with respect to ensuring that operating assistance, RTAP, and technical assistance grants are evaluated and administered in an effective, timely, and consistent manner. S/He is constrained by departmental regulations.

Internally, the incumbent maintains contact with staff in 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 Legislative Affairs for accomplishing accountabilities. Externally, this position is in frequent contact with representatives of the FTA, Bureau of the Budget, Department of Central Management Services (CMS), executive offices of mass transit districts, local and regional government offices, local metropolitan planning organizations, universities, and transportation consultants and suppliers. This position requires occasional statewide travel which may include overnight stays.

The effectiveness of this position can be measured by the ability of the incumbent to efficiently manage the Bureau of Transit Operations in a manner which promotes the department's interests in the formulation and coordination of public transportation programs. Effectiveness can also be measured by the incumbent's ability to maintain appropriate coordination and working relationships between the department and the variety of public transportation agencies, governmental bodies, public transportation associations, state agencies, and universities with which the department conducts business.

## **Principal Accountabilities**

1. Monitors and coordinates state and federal financing of public transportation operating programs in order to promote effective decisions which are sensitive to funding, policy, and human resource constraints.
2. Oversees award activities in conformance with established departmental policies and recommends actions where there is no established policy.
3. Develops and recommends to the Deputy Director of Transit annual program budgets, policy initiatives or changes, and technical assistance needs.
4. Ensures the timely distribution and tracking of contract documentation, payment of requisitions, collection of funds, and reporting of performance data in the OIPI's grants management system.
5. Approves various grant and award actions including concurrence on third-party operating contracts, implementation and administration of federal grants, compliance with office guidelines and policies, and alterations in project scope and funding.
6. Resolves complex grant management problems and various non-routine award activities.
7. Resolves major issues concerning the evaluation and administration of transit operating awards.
8. Coordinates Bureau of Transit Operations activities with the relevant departmental offices, governmental representatives, agents of the public, and intermodal transportation carriers.
9. Ensures that operating assistance, the Rural Transit Assistance Program (RTAP), and technical assistance grants are evaluated and administered in an effective, timely, and consistent manner.
10. Provides technical assistance by engaging with local communities in the development and maintenance of safe, efficient, and reliable statewide transit service.
11. Assists with responses to, and corrective actions for, audit and FTA State Management Review findings and recommendations and departmental or legislative data requests for transit operations information.
12. Ensures transit operations policies and procedure manuals are up-to-date and comprehensive.
13. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
14. Performs other duties as assigned.

## **Qualifications**

### **Position Requirements**

- Education/Experience:
  - Completion of bachelor's degree majoring in a business administration, public administration, accounting, business management, project management, , social administration, or communication plus six years of progressively responsible managerial experience in public transportation, program management, grant administration, or a combination thereof, OR
  - Fourteen years of progressively responsible managerial experience in public transportation, program management, grant administration, or a combination thereof
- Three years of supervisory experience
- Valid driver's license
- Occasional statewide travel which may include overnight stays

### **Position Desirables**

- Proven ability to lead, direct, and manage staff
- Experience in managing performance measures and monitoring project task performance
- Proven ability to identify, plan, adapt, and adjust priorities
- Knowledge of transit funding programs
- Understanding of transit operational needs
- Strong oral and written communication skills adaptable for responding to various audiences including executives and legislators

- Strong organizational skills
- Ability to visualize, articulate, solve, and communicate solutions to complex problems
- Ability to plan and adapt as the needs and funding availability change
- Strong experience with Microsoft Excel or another spreadsheet application
- Familiarity with transit grant management systems

**Work Hours:** 8:00 A.M. - 4:30 P.M. Monday-Friday

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

**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 Family:** Transportation

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- [donotreply@SIL-P1.ns2cloud.com](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)