

Job Title: STATEWIDE NORTHERN TRANSIT CAPITAL PROJECT MANAGER (TECHNICAL MANAGER III)

Job Requisition ID: 57356 IPR#26-01598

Opening Date: 07/14/2026

Closing Date: 07/28/2026

Agency: Department of Transportation

Position Title: Statewide Northern Transit Capital Project Manager

Salary: Anticipated Starting Salary: \$5,055 Monthly; Full Range: \$5,055 - \$8,800 Monthly

Job Type: Salaried

Category: Full Time

County: Cook

Number of Vacancies: 2

Bargaining Unit Code: NR916 Pro Tech Teamsters

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 the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors** employee career portal.**

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Why Work for Illinois?

Working with the State of Illinois is a testament to the values of compassion, equity, and dedication that define our state. Whether you're helping to improve schools, protect our natural resources, or support families in need, you're part of something bigger—something that touches the lives of every person who calls Illinois home. No matter what state career you're looking for, we offer jobs that fit your life and your schedule—flexible jobs that provide the gold standard of benefits. Our employees can take advantage of various avenues to advance their careers and realize their dreams. Our top-tier benefits and great retirement packages can help you build a rewarding career and lasting future with the State of Illinois.

Position Overview

This position is accountable for grant administration of public transportation capital improvement projects in the northern section of the state of Illinois, excluding the northeastern region and the Northern Illinois Transit Authority (NITA) service area.

Essential Functions

- Assists and directs grant applicants in the development of grant applications.
- Evaluates capital grant application documents to assess merit and identify problems and makes recommendations to the Section Chief of Transit Capital - Statewide Northern Section for grant approval or other actions.
- Prepares correspondence necessary for the management of applications, grant contracts, and payment documentation for assigned grants.
- Maintains computer information systems necessary for the management of statewide transit capital project data.
- Promotes the implementation and oversight of capital projects and monitors all project activities. Provides guidance regarding compliance with state and federal grant requirements.
- Evaluates requests for payment of grant funds to ensure conformity with the approved project budget and standard accounting principles.

- Prepares special reports, spreadsheets, memos, and presentations as requested.
- Reviews and evaluates grantee procurement processes to ensure compliance with state and federal procurement rules.
- Participates and contributes to the annual review and update of the internal transit procedures manuals.
- Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
- Performs other duties as assigned.

Minimum Qualifications

- Completion of a bachelor's degree majoring in business administration, accounting, finance, managing, planning or public administration, **OR** completion of two years of college **PLUS** two years of experience with managing transportation project/grants, analyzing budgets, reconciling funds, managing procurement compliance, or a combination thereof, **OR** Six years of experience with managing transportation projects/grants, analyzing budgets, reconciling funds, managing procurement compliance, or a combination thereof.

Preferred Qualifications

- Strong oral and written communication skills.
- Detail-oriented with strong organizational skills.
- Ability to visualize, articulate, and solve complex problems.
- Ability to manage and analyze large amounts of data and assignments.
- Ability to navigate, interpret, and communicate state and federal transit procurement policies, and practices to stakeholders.
- Knowledge skills and ability in grant management and grant administration.

Conditions of Employment

- Requires a valid driver's license.
- Requires occasional statewide travel with overnight stays.
- Requires successful completion of a background screening.
- Certain provisions of the revolving door restrictions contained in 5 ILCS 430/5-45 apply to this position. As a result, the employee should be aware that if offered non-State employment during state employment or within one year immediately after ending State employment, the employee shall, prior to accepting any such non-State employment offer, notify the Office of the Executive Inspector General for the Agencies of the Illinois Governor (OEIG) or may be subject to a fine.
- The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

About the Agency

The Illinois Department of Transportation is seeking to hire Statewide Northern Transit Capital 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.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules in several program areas (flexible time, hybrid scheduling)
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (12) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)

- Employees earn (12) paid Sick Days annually
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually
- Employees earn (3) paid Personal Days annually
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement
- Employee Assistance Program and/or mental health resources

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.

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

Work Location: 115 S Lasalle St, Chicago, Illinois, 60603

Work Office: Office of Intermodal Project Implementation / Bureau of Transit Capital

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Posting Group: Transportation; Fiscal, Finance & Procurement; Legal, Audit & Compliance

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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 [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) 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 and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on [Illinois.jobs2web.com](https://illinois.jobs2web.com) – click "Application Procedures" in the footer of every page of the website.

Seasonal and temporary workers should use a personal e-mail address when applying for jobs.

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
- systems@SIL-P1.ns2cloud.com