

Job Title: BUREAU CHIEF OF PLANNING - (TECHNICAL MANAGER VIII)

Job Requisition ID: 57707 - IPR#26-01680

Opening Date: 07/24/2026

Closing Date: 08/07/2026

Agency: Department of Transportation

Class Title: TECHNICAL MANAGER VIII - PW418

Salary: Anticipated Starting Salary: \$13,500 MONTHLY

Job Type: Salaried

Category: Full Time

County: Sangamon

Number of Vacancies: 1

Bargaining Unit Code: Non-Union/At Will

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

A resume is highly encouraged to evaluate your qualifications and skills as part of your application. Please attach a DETAILED Resume/Curriculum Vitae (CV) to the MY DOCUMENTS section of your application if you decide to provide one.

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 the oversight of the Bureau of Planning. This bureau is responsible for developing the statewide long-range transportation plan and modal plans.

Essential Functions

This position reports to the Deputy Director of Planning and Programming. Reporting to this position are the Aviation Program Planning Section Chief, Metropolitan Program Planning Section Chief, Planning Services Section Chief, Policy and Innovation Section Chief, Travel Demand Modeling and Forecasting Section Chief, Administrative Services Section Leader, and Executive Secretary II.

This position is accountable for the oversight of the Bureau of Planning. This bureau is responsible for developing the statewide long-range transportation and modal plans. This position oversees the Illinois Transit/Rail/Airport Improvement Program (AIP) and capital funds budget as they relate to aviation, public transportation, and freight/passenger rail. Additionally, this position oversees the administration of the Metropolitan Planning Program in coordination with various state local planning agencies and is responsible for the transportation data, mapping, and support activities for the Office of Planning and Programming (OPP). This position is accountable for the preparation and administration of the State Planning and Research Program (SPR) and Metropolitan Planning Funds Program. This position is expected to exercise significant discretion in the regular and daily implementation of policy and strategy as directed by executive staff. This position is unique in that it serves as a focal point for the integration of multimodal planning activities across the department.

A major challenge in this position is to balance both state and local priorities in statewide planning activities. This challenge is compounded by the limited resources available to address the wide array of needs. Additionally, the incumbent works closely with staff across the department and the state who are responsible for the implementation of long-range planning policies and recommendations.

The incumbent is responsible for managing a staff that develops plans and policies that guide the future

direction of the department as it relates to the state's multimodal infrastructure. This position uses existing priorities, data, and research to develop multimodal plans and policies to improve these systems. The incumbent is responsible for administering the Metropolitan Planning Program and maintaining a positive liaison with the local, regional, and private sector planning organizations to ensure that proper technical guidance and assistance is provided to local planning agencies. The incumbent is responsible for developing procedures and guidelines for establishing, maintaining data collection activities, systems support, and mapping and graphics products to support transportation planning and programming functions. Functions that are performed by this position are developing new guidelines for the assessment of system operation and needs, determining a priority of needs, staying current with state and federal planning and policy legislation, analyzing and recommending federal legislation, providing guidance and assistance on high priority or problem projects to metropolitan planning organizations (MPO), and making decisions on high priority or the Bureau of Planning objectives.

Essential Functions continued

The incumbent accomplishes accountabilities through the following staff:

Aviation Program Planning Section Chief who is responsible for working with the Office of Intermodal Project Implementation (OIPI) aviation staff to prepare the annual and multi-year AIP.

Metropolitan Program Planning Section Chief who is accountable for the direction of the department's Metropolitan Planning Program and provides the necessary technical support to implement the federal and state regulations and policies in metropolitan areas across the state.

Planning Services Section Chief who is accountable for the direction and coordination of the department's long range planning activities.

Policy and Innovation Section Chief who is accountable for identifying innovative initiatives and develops related implementation plans; provides policy analysis to support budgetary, legislative, and programmatic decision making throughout the department; and assists in developing the department state and federal legislative policy agendas while analyzing impacts of proposed legislation.

Travel Demand Modeling and Forecasting Section Chief who is accountable for maintaining the statewide travel demand model and coordinating traffic forecasting responsibilities to serve internal and external customers for program and project development.

Administrative Services Section Leader who is accountable for the fiscal administration of the state and federal planning work program, bureau purchasing, OPP budget, OPP hiring and personnel actions and oversees development of the state highway map and other mapping and data products to support the office.

Executive Secretary II who is accountable for performing a variety of complex clerical and technical functions, developing and recommending new and revised policies and procedures, and rendering responsible managerial leadership and discretion to initiate and coordinate staff operations required in the implementation of administrative policies and complex support functions.

This position has authority for the training of subordinate personnel. The incumbent is given wide latitude in the techniques used to establish priorities, define plans, develop programs, and assess administrative constraints. This position is constrained by all applicable departmental, state, and federal policies and practices.

Internal contacts include the Office of Highways Project Implementation (OHPI) to ensure effective coordination and monitoring of the transportation projects. External contacts include freight representatives, members of the legislature, the United States Department of Transportation, local governments, planning agencies, and universities concerning the direction of statewide planning. This position requires frequent statewide and out-of- state travel with some overnight stays.

The performance of this position can be measured by the effectiveness of the aviation, metropolitan, and public transportation improvement programs achieving state and local objectives.

Essential Functions continued

- Develops statewide multimodal transportation plans along with other modal plans and policies that drive agency priorities.
- Supports the development of the department's annual and multi-year programs.
- Develops and administers the Metropolitan Planning Program and maintains a positive liaison with local planning units.
- Develops and evaluates state legislation for transit, aviation, and rail programs.
- Complies with federal regulations and grant applications.
- Manages and provides strategic guidance on the office information systems management and data management.
- Exercises significant discretion in the regular and daily implementation of policy and strategy as directed by the executive staff.
- 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 master's degree PLUS five years of progressively responsible managerial experience in planning, public policy, state and local governments, developing long-range planning activities, or a combination thereof OR completion of a bachelor's degree PLUS nine years of progressively responsible managerial experience in planning, public policy, experience with state and local governments, developing long-range planning activities, or a combination thereof OR Seventeen years of experience in planning, public policy, state and local governments, developing long-range planning activities, or a combination thereof.
- Three years of supervisory experience.

Preferred Qualifications

- Ability to plan, develop, implement, and evaluate assigned major departmental programs in order to attain assigned objectives.
- Ability to develop and maintain effective relationships between and among diverse groups of professional and technical personnel as well as the public.
- Ability to set policies and priorities to meet various departmental objectives.
- Exceptional oral and written communication skills.
- Initiative in developing and implementing new programs.

Conditions of Employment

- Valid driver's license.
- Frequent statewide and out-of-state travel with some overnight stays.
- Successful completion of a background screening.
- This position has been found to meet the requirements in section 4A-101 of the Illinois Governmental Ethics Act requiring the occupant/employee to file a Statement of Economic Interest. The Illinois Governmental Ethics Act (5 ILCS 420/4A et seq.) requires certain state officials and employees to file annual Statements of Economic Interest with the Office of the Secretary of State that will be made available for examination and copying by the public. All employees required to file a Statement of Economic Interest are also required to file the Supplemental Statement of Economic Interest with the Executive Ethics Commission. (See Executive Order 15-09) Fines and penalties apply to untimely filings.
- 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 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

Headquarter Location: 2300 S Dirksen Pkwy, Springfield, Illinois, 62764

Office: Office of Planning & Programming/Bureau of Planning

Work County: Sangamon

Agency Contact: DOT.CONTACTHR@illinois.gov

Posting Group: Transportation; Environmental & Natural Resources; Leadership & Management

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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