Job Title: TECHNICAL MANAGER VII - PROGRAM MANAGEMENT SECTION CHIEF - IPR#46591

Agency: Department of Transportation
Closing Date/Time: 11/27/2023
Salary: $8,750 - $11,660 Monthly
Anticipated Starting Salary Range: $8,750 - $10,250/month
Job Type: Salaried Full Time
County: Sangamon
Number of Vacancies: 1
Plan/BU: Non-Union

**********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.

All applicants who want to be considered for IDOT positions MUST apply electronically through the illinois,jobs2web,com website.
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 Program Management Section Chief.

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 are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) 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.

Job Responsibilities
This position is accountable for developing, managing, and monitoring the department's annual highway improvement program.

Annual program size: $3.0 - $5.0 billion

This position reports to the Bureau Chief of Programming. Reporting to this position are the Program Implementation Unit Chief and Program Monitoring and Reports Unit Chief.

This position is the department's central point in developing and managing the state's annual highway improvement program. Based on information furnished by the Office of Finance and Administration (OFA), this position drafts the department's annual highway construction budget appropriations, by district, for the annual highway program and identifies issues and options for consideration of departmental executives. This position develops the executive summary for the annual program and performs general oversight and control of implementing the annual highway program which includes monitoring program implementation, preparing management reports, developing appropriations for the carryover exercise, and processing program revisions. This position develops the federal local marks for the Central Bureau of Local Roads and Streets (CBLRS) in the Office of Highways and Project Implementation (OHPI). Throughout the year, this position coordinates with CBLRS to ensure the goals of the annual highway improvement program are being met. This position monitors the district appropriations compared to the remaining program and assigns appropriations to projects when requested. The incumbent should become thoroughly familiar with the Program Planning System (PPS) and Fiscal Operations and Administration (FOA) computer systems, problems, and operating concerns of the Office of Planning and Programming's (OPP) plans, policies, and programs. This position should be familiar with the operating capabilities of the department and the capacity of the construction and transportation equipment industry to affect the proposed program within departmental resources, consistent with the Office of the Governor's policies that are acceptable to the General Assembly and serves the public at large.

The major challenge in this position is to manage the annual highway program to attain program goals while considering numerous unpredictable and usually negative and emerging priorities, reoriented federal programs, declining revenues, and a myriad of other factors that impact those goals.

(Job Responsibilities continued)

The incumbent draws upon a comprehensive knowledge of federal and state financing capabilities to carry out the annual program within the realities and urgencies of immediate policy considerations, objectives, financial constraints, and governmental decisions. When highway programs are funded by bond program initiatives, the incumbent manages the bond release requests to the Governor's Office of Management and Budget (GOMB) and oversees the monitoring of projects that use the bond appropriations through completion of projects. The incumbent develops and implements procedures for maintaining a responsive and accurate program monitoring system. As most of the projects are federally funded, the incumbent manages amendments and modifications to the Statewide Transportation Improvement Program (STIP), when necessary, to show that the department is fiscally constrained. The incumbent plans, staffs, organizes, directs, and controls the Program Management Section's operations to meet the schedule for delivery of the annual highway program and the highway capital budget. The incumbent maintains up-to-date knowledge of operations and committed financial obligations affecting the department's program. The incumbent prepares program information for the Director of OPP, Secretary of Transportation, Governor, and legislature regarding all allocations and programming requirements affecting the development of the annual program. The incumbent represents the OPP on a wide array of departmental meetings and/or committees. The incumbent presents recommendations to the Bureau Chief of Programming concerning the budget and staffing requirements. The incumbent trains, motivates, and evaluates personnel to ensure effective and efficient accomplishment of the Program Management Section's accountabilities.

Accountabilities are accomplished through the following staff:

<u>Program Implementation Unit Chief</u> who is accountable for assisting in the development and publishing of the annual highway program including the evaluation of proposed projects. The incumbent reviews and processes daily program revisions from the district programming offices and CBLRS and oversees the review of all local joint agreements for annual highway programmed projects to ensure the projects are included in the annual program. The incumbent also oversees bond releases and monitors the district's annual program allocations to ensure the program is balanced within the budget approved by the General Assembly and program funding options are identified for consideration by executive management.
<u>Program Monitoring and Reports Unit Chief</u> who is accountable for monitoring the annual highway program accomplishments in the PPS and developing the For The Record (FTR) publication that is mandated by law. The incumbent manages the consultant engineering program and engineering appropriations. The incumbent

coordinates with other bureaus to confirm projects are programmed to be advertised for letting, and monitors all project award and obligation information on all annual highway program projects for accuracy to report program accomplishments in the FTR and other project inquiries received through the year from internal and external sources. The incumbent prepares the internet reports and final version of the annual highway program.

(Job Responsibilities continued)

The incumbent has wide latitude in developing and managing the annual elements of the department's STIP. The incumbent evaluates the annual program projects proposed in the multi-year program for compliance with programming guidelines and criteria. The incumbent has authority to select projects for the annual program based upon multi-year programming priorities and annual programming and budgetary constraints. The incumbent is constrained by all applicable departmental, state, and federal policies and regulations.

Frequent internal contacts are with the Director of OPP, directors, district program engineers, bureau chiefs for the OHPI and Intermodal Project Implementation (IPI), and financial staff of the OFA. External contacts are with the Illinois Division of the Federal Highway Administration, other federal, state, and local agencies and the GOMB. Occasional statewide travel with overnight stays is required.

The effectiveness of this position is measured by the accomplishment of the annual highway programs toward achieving state objectives.

Principal Accountabilities

1. Develops, manages, and monitors the annual highway improvement program including publishing the Annual Highway Improvement Program and FTR.
2. Develops and monitors the department's highway program appropriations by district.
3. Develops the executive summary for the Annual Highway Improvement Program and prepares management reports.
4. Develops appropriations for the carryover exercise and processes program revisions.
5. Develops the federal local marks for the CBLRS.
6. Assigns appropriations to projects and monitors the district appropriations compared to the remaining program.
7. Manages the capital highway bond programs including the release process.
8. Manages amendments and modifications made to the STIP.
9. Coordinates activities with the OFA, OHPI, GOMB, and federal and local transportation agencies to ensure implementation of the annual program is on schedule.
10. Trains, motivates, and evaluates personnel to ensure effective and efficient accomplishment of the Program Management Section's accountabilities.
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, finance, management, economics, statistics, or accounting PLUS six years of progressively responsible managerial experience in the practice of highway planning and programming, budgetary planning, accounting, managing a fiscally constrained program in compliance with federal and state regulations, or a combination thereof; OR
  - Fourteen years of progressively responsible managerial experience in the practice of highway planning and programming, budgetary planning, accounting, managing a fiscally constrained program in compliance with federal and state regulations, or a combination thereof
- Three years of supervisory experience
- Valid driver's license
- Occasional statewide travel with overnight stays

Position Desirables

- Knowledge of and experience with budget appropriations, funding sources, and federal and state requirements

- Ability to develop and maintain effective working relationships between diverse groups of professional and technical personnel
- Effective oral and written communication skills

Work Hours: 8:00 AM - 4:30 PM Monday-Friday (1-hour lunch)
Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001
Office: Office of Planning & Programming/Bureau of Programming
Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV
Job Family: Transportation; Environmental & Natural Resources; Fiscal, Finance & Procurement; Leadership & Management; Science, Technology, Engineering & Mathematics

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