



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: March 2, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement March 3, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, March 16, 2016**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Denise Hamilton or Jennifer Sunderland at 217/782-5594.

TM V

Rural, Bridge & Safety Programs Manager
Bureau of Local Roads & Streets
Highways
Springfield

Attachments
40727

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, March 16, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews. **NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager V	Salary Range:	\$6,020 - \$10,210
Position Title:	Rural, Bridge & Safety Programs Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW415-23-50-401-10-02	IPR#:	40727

Office/Central Bureau/District/Work Address:

Division of Highways/Bureau of Local Roads and Streets, 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for the planning, development, maintenance and fund allocation for the local public agency rural, bridge and safety transportation improvement programs.

Special Qualifications:

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of a master's degree preferably with courses in business, economics, statistics, public finance or public administration
- Seven years' experience in public or business administration, research, statistics, public finance or accounting activity equivalent combination of experience and training
- Working knowledge of the function and application of public relations in problem areas
- Ability to plan, organize and execute administration or technical program requirements
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 27, 2015	POSITION:	Rural, Bridge & Safety Programs Manager
APPROVED BY:	<i>Thomas Winkle</i>	OFFICE/DIVISION:	Highways/Bureau of Local Roads and Streets
CODE:	PW415-23-50-401-10-02	REPORTS TO:	Local Planning and Programming Unit Chief

Position Purpose

This position is accountable for the planning, development, maintenance and fund allocation for the local public agency rural, bridge and safety transportation improvement programs.

Dimensions

Value of Programs:	\$150 million
No. of Local Agencies involved	Approximately 2850
Funds Allocated	FED \$93 M, State \$65 M, MFT \$650 M Annually
Projects involved	150 Annual Program; 350 Multi-year program

Nature and Scope

This position reports to the Local Planning and Programming Unit Chief, as do the Urban Programs Manager, Project Planning and Programming Technician and the Highway Systems Manager. There are no subordinates reporting to this position.

The incumbent operates in an environment of developing the local public agency (LPA) federal rural, bridge and safety programs for inclusion in the Department's Annual and Multi-Year Transportation Improvement Programs. This involves analyzing proposed projects and deciding whether or not to include a project based on federal obligation authority available to the state, the funds available to the LPA, the preconstruction stage of project readiness and the proposed state appropriation. This position must develop equitable methods of allotting safety, bridge and rural federal-aid funds to local public agencies based on meetings with LPA groups, desires of the Department, and any requirements of federal regulations. The incumbent must be familiar with available revenue sources, revenue forecasts, and current State and Federal legislation and regulations which affect LPA programs to establish program parameters. This position must also recognize the potential effects of pending legislation on revenue estimates and proposed programs. The incumbent directs the assembly, documentation and development of the LPA annual and multi-year programs and the assessment and processing of recommended program changes. This position prepares special reports relevant to administrative decisions, with short-term deadlines, and monitors the program to identify problem areas at the earliest possible time.

A broad knowledge of federal and state highway program funding and technical highway construction processes is required to meet these challenges. This knowledge (as it applies) must be imparted to district and LPA personnel to provide the base for developing a viable LPA construction program. The greatest challenge of this position is to produce a viable LPS annual program which is financially feasible with projects that can be brought to letting stage within the fiscal year. This includes the constant adjustment and compensation to the program necessary to satisfy constantly changing federal and state budget constraints. Typical problems include analyzing the preconstruction status of projects and coordinating special programs for the department.

The incumbent is responsible for determining the annual and multi-year program amounts available to the rural, bridge and safety programs by looking at federal balances, projected revenues, and discussions with Office of Planning and Programming for appropriation limits. This position then sets the district funding parameters and solicits projects. Local public agencies are directed to submit their proposed projects to the District office who then recommends programs to the incumbent. This position evaluates the LPA programs submitted to ensure that they are attainable within available funding limitations. The programs are finalized and combined into one package which is then presented to the Office of Planning and Programming for inclusion in the State Highway Improvement Program. The incumbent determines the preconstruction status of projects in the annual and multi-year programs, identifies projects that appear to be in trouble, and notifies the Districts so adjustments can be made or other projects recommended for substitution. Based on these recommendations and deductive analysis, the incumbent is responsible for project deletions and substitutions necessary to maintain the program level. This requires flexibility to fit within the state program yet meet individual LPA letting schedules. This position also provides management with timely program progress reports. The incumbent is responsible for LPS special programs for economic development, truck access, park access and county engineers' salaries. Cost adjustment or change in the scope of work for special programs must be reviewed and coordinated with the Office of Planning and Programming in a timely manner to meet LPA letting schedules. This position is also responsible for allotment of Township Bridge Funds and must understand the procedures for generating monthly Motor Fuel Tax allotments to LPA's. In the absence of the Urban Program Manager, this position is responsible for planning and programming the local agency urban transportation improvement programs.

The incumbent receives general guidance from the Local Planning and Programming Unit Chief. The holder of this position keeps the Unit Chief advised of potentially controversial problems including the accomplishment of sensitive projects, the annual program, and the allocation of revenues to specific programs. The incumbent acts for the Unit Chief during absences as designated.

The incumbent has frequent contacts with all bureaus and district offices of the Division of Highways, the Office of Planning and Programming, the Federal Highway Administration, and local officials responsible for transportation programs. The incumbent also has periodic contacts with other modal offices of the Department, legislative agencies and special interest groups concerning available revenues for the local public agency annual programs.

The effectiveness of this position is measured by the quality, accuracy, completeness, appropriateness, and timely preparation and adjustment of the LPA annual programs, special reports and studies required of the Unit, and the equitable allocation of funds to the local public agencies.

Principal Accountabilities

1. Develops annual LPA rural, bridge, and safety state-published programs that are financially feasible, can be accomplished, and can assure maximum utilization of available funds with flexibility for alternate financial levels.
2. Knows current and proposed total available revenues for the LPA rural, bridge and safety programs, and communicates this information to LPA and Districts to assure a fully developed comprehensive construction program.
3. Identifies program changes and secures project substitutions at the earliest possible time to maintain the LPA annual program level and achieve maximum program accomplishment.
4. Prepares rural, bridge and safety allocation formula and distributes obligation authority and apportionments to local public agencies and districts in an equitable manner to assure a balanced highway improvement program

5. Performs studies to determine the local highway needs to assure the state and federal rural, bridge and safety programs continue to address the appropriate priorities.
6. Identifies cost adjustments and changes in the scope of work for LPA special programs and secures adequate funding in a timely manner to avoid project delays.
7. Allots and monitors the Township Bridge Program Funds.
8. Knows Bureau procedures for the monthly distribution of Motor Fuel Tax Funds.
9. Provides support for planning and programming of the local public agency urban transportation improvement program.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as required or assigned.