



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 6, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 7, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, September 20, 2017**. Applications 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.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM V

Organizational & Financial Manager
Bureau of Operations
Highways Project Implementation
Springfield

Attachments
42215

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, September 20, 2017**, 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.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager V	Salary Range:	\$6,020 - \$10,210
Position Title:	Organizational & Financial Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW415-23-75-600-10-01	IPR#:	42215

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Operations / 2300 South Dirksen Parkway / Springfield, IL

Description Of Duties:

This position coordinates and manages available resources for statewide Operations programs and annual operation of the Central Bureau of Operations. S/He participates in budget planning and administration; supervises the collection, verification and reporting of Central Operations cost accounting activities; supervises the annual processing of accounting documents; and oversees the bureau administrative functions including business services and personnel activities, and verifies that all activities are performed within the framework of departmental and state policies and procedures.

Special Qualifications:

Required:

- Valid driver's license
- Occasional travel

Desired:

- Bachelor's degree preferably with courses in business, finance or public administration
- Seven years of experience in public administration, three of which should be progressively responsible administrative experience
- Extensive working knowledge of the department's automated accounting system (FOA) and state accounting management system (SAMS) and procedures
- Working knowledge of the department's formal contracts and lump sum appropriations
- Proficient in the application/use of Microsoft Suite programs such as Excel, Access, and Word
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Ability to plan, organize and execute administrative or technical program requirements

Shift/Remarks:

8:00 a.m. – 4:30 p.m. / Monday – Friday

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 4, 2017	POSITION:	Organizational & Financial Manager
APPROVED BY:	Amy Eller	OFFICE:	Highways Project Implementation/ Bureau of Operations
CODE:	PW415-23-75-600-10-01	REPORTS TO:	Engineer of Operations

Position Purpose

This position coordinates and manages available resources for statewide Operations programs and annual operation of the Central Bureau of Operations. S/He participates in budget planning and administration; supervises the collection, verification and reporting of Central Operations cost accounting activities; supervises the annual processing of accounting documents; and oversees the bureau administrative functions including business services and personnel activities, verifying that all activities are performed within the framework of departmental and state policies and procedures.

Dimensions

Staff:	6
Annual Statewide Operations Programs:	23, \$51.8 Million Annually
Interstate Rest Area Contracts:	33, \$10.0 Million Annually
Lump Sum and Grant Appropriations:	\$42.5 Million Annually
Operations Repairs from MCHD Funds:	1,000+, \$10.0 Million Annually
Emergency Highway Repairs:	\$5.0 Million Annually
Municipal Maintenance Agreements:	130+, \$11.0 Million Annually
Operating Budget:	\$10.6 Million Annually
Traffic Signal Maintenance Agreements:	500+, \$4.6 Million Annually
Administer Personnel Functions for Staff:	140+ Staff
Annual Accounting Transactions Processed:	6,000+

Nature and Scope

This position reports to the Engineer of Operations. Reporting to this position are the Accountants, Account Technician I, Account Clerk II, and Technician Trainees.

This position operates within an environment of monitoring and managing contract programs for the Bureau of Operations. The incumbent balances, solicits, and prepares operations and services budget issues relevant to statewide operations and services. The incumbent reviews agreements for policy conformance and ensures commitments do not exceed resources or create future unnecessary maintenance burdens on the department. This position maintains a close liaison with the Bureaus of Personnel, Business Services, and Budget and Fiscal Management when dealing with personnel and fiscal issues, and serves on various technical and professional committees as requested.

The greatest challenge of this position lies in providing and managing the necessary fiscal resources to sustain numerous statewide highway operations. Emerging needs must be addressed through the development of creative program strategies. Typical problems involve reestablishing priorities continually in response to constantly changing conditions including those created by adverse weather conditions, natural disasters, and policy changes. S/He develops alternative funding strategies to meet those needs when appropriations fall short.

The incumbent serves as the budget coordinator/procurement officer for the Bureau of Operations. S/He is directly responsible for conducting budgetary planning, formulation and administrative activities for the annual budget. S/He oversees the administration of the Bureau's operating budget and non-operating accounts for statewide operations activities and prepares complex budgetary reports and projections for higher management while verifying that all accounting/procurement functions are in compliance with fiscal accounting guidelines and various state policies and procedures. The incumbent oversees and supervises the processing of over 6,000+ accounting transactions annually ensuring all invoices are processed in compliance with the Prompt Payment Act. This position reconciles appropriation balances quarterly by completing the quarterly budget status reports and submitting to the Bureau of Budget and Fiscal Management. S/He submits annual budget requests and lump sum appropriation requests for the Office of Highways Project Implementation and Bureau of Operations. S/He serves as the Office of Highways Project Implementation Budget Liaison and Central Bureau of Operations Budget Liaison with the Bureau of Budget and Fiscal Management and Bureau of Business Services. As Procurement Officer for the Bureau, the incumbent solicits bids and completes necessary paperwork for procurement actions; oversees the coordination and submittal of necessary paperwork required annually for all bureau contractual agreements, working closely with bureau, district, and Bureau of Business Services staff to ensure timely execution of all contracts. The incumbent recommends policy revisions, verifying policy adherence and monitoring and managing contract programs. These include the interstate rest area maintenance contracts, formal contracts program, maintenance of state highway agreements within 130+ municipalities, highway appurtenance and equipment repairs through the damage repair fund, local agency traffic agreements, and contractual obligations from the Bureau's various non-operating special appropriations. S/He performs bureau administrative functions. This position prepares, submits and monitors bureau personnel transactions for staff within the Bureau's organizational structure.

The incumbent accomplishes responsibilities through the following staff:

Accountant who is responsible for the accounting functions for the Bureau's operating and non-operating budget appropriations. S/He processes and makes payment on Bureau expenditures tracking/monitoring expenditures and advising the Organizational and Financial Manager on issues requiring resolution. This position maintains the bureau Check Log and processes accounts receivable payments for deposit into the Road Fund.

Account Technician I who is responsible for the daily accounting functions for the department's Oversize/Overweight Permit program utilizing the Illinois Transportation Automated Permit (ITAP) system.

Account Clerk II who is responsible for daily posting, filing, and invoice reconciliation for the Bureau's various operating and non-operating budget appropriations.

Technician Trainee who is responsible for a variety of tasks in connection with the investigation, review, planning, and design of various projects with the Bureau.

Under general direction of the Engineer of Operations, the incumbent operates under broad, general guidelines, is given substantial freedom to make independent decisions, and is restricted by departmental orders and statutes. Matters of a unique nature are referred to the supervisor with recommendations for resolution.

Frequent internal contacts include Regional Engineers, District Operations Engineers, District/Bureau Financial Managers, all bureaus within the Office of Highways Project Implementation, executive staff, the Offices of Finance and Administration, Chief Counsel, Internal Audits, Program Development, Planning and

Programming, and the Bureaus of Budget and Fiscal Management and Business Services. External contacts include the Federal Highway Administration (FHWA), public municipality officials, the Department of Central Management Services (CMS), the Illinois State Police, operations personnel in other states, and the American Association of State Highways Transportation Officials (AASHTO). Travel may be required of this position.

The effectiveness of this position may be measured by the quality, effectiveness, and timeliness necessary to deliver the programs and services described above.

Principal Accountabilities

1. Establish priorities to ensure optimum utilization of Highway Operations resources and the most cost-effective methods and procedures are employed in delivery of various contracts, the Formal Contracts program, the Local Municipality Agreements, the Motorist Caused Highway Damage Fund, Personnel Management and other administrative responsibilities for the Bureau of Operations.
2. Assists the Bureaus of Construction and Design and Environment on contracts plans submitted for the Transportation Bulletin regarding proper funding sources, special provisions, and proper program applications.
3. Administers Bureau of Operations responsibilities associated with the Municipal Maintenance Agreements and Traffic Utility agreements administered by the districts.
4. Coordinates budget functions for the Central Bureau of Operations and Office of Highways Project Implementation, including preparation of budget issues, annual budget requests, quarterly budget status reports, and monitoring of budget status for the various programs and line items.
5. Prepares, coordinates and submits all personnel administration functions for the Bureau of Operations with the Bureau of Personnel Management.
6. Coordinates procurement activities for the Bureau ensuring timely completion of procurements and execution of necessary contracts.
7. Coordinates the billing and accounts receivable functions for the department's fiber optic lease program.
8. Oversees all business, administrative and accounting functions for the Bureau of Operations related to operating and non-operating accounts, oversize/overweight permits, and invoicing/accounts receivable functions for deposits to the Road Fund.
9. Performs other duties as required or assigned.
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.