

**Technical Manager V  
Urban Programs Manager**

<b>IPR Number:</b>	<b>43309</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW415-23-10-101-10-01</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm</b>
<b>Opening Date:</b>	<b>January 9, 2019</b>		<b>Monday - Friday</b>
<b>Closing Date:</b>	<b>January 23, 2019</b>	<b>Salary:</b>	<b>\$ 6,020 - \$ 8,115</b>

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**Office/Central Bureau/District/Work Address:**

Office of Planning and Programming / Bureau of Local Roads and Streets / 2300 S. Dirksen Parkway, Springfield, Illinois

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**Position Purpose:**

This position is accountable for the planning, development, maintenance, and fund allocation for the local public agency (LPA) urban transportation improvement programs. This position assists in ensuring all program funding is in compliance with the Grant Accountability and Transparency Act (GATA).

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**Qualifications:**

**Position Requirements:**

- **Education/Experience:**
  - Completion of 120 hours of college with coursework in business, economics, statistics, public finance, or public administration plus three years of experience in the practice of highway planning and programming, accounting, planning and supervision of program budgets, specific project budgets, or a combination thereof, **OR**
  - Eleven years of experience in the practice of highway planning and programming, accounting, planning and supervision of program budgets, specific project budgets, or a combination thereof

**Position Desirables:**

- Working knowledge of the function and application of public relations in problem areas
  - Ability to plan, organize, and execute administrative or technical program requirements
  - Computer experience with emphasis on Microsoft Word, Excel, and Access databases
  - Strong oral and written communication skills
  - Strong organizational skills
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**How to Apply/Remarks:**

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

**Agency Contact:** Bureau of Personnel Management, 217/782-5594

To be considered for a permanent position within IDOT, you must be either a US citizen or a non-citizen with permanent work authorization.

Only education/coursework listed on page two of the application will be considered for determining eligibility for this position.

**NOTE:** Please be advised that if a high volume of applications is 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.

\*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	December 11, 2018	<b>WORKING TITLE:</b>	Urban Programs Manager
<b>POSITION CLASSIFICATION:</b>	Technical Manager V	<b>OFFICE/BUREAU:</b>	Office of Planning and Programming / Bureau of Local Roads and Streets
<b>POSITION NUMBER:</b>	PW415-23-10-101-10-01	<b>REGION/DISTRICT:</b>	

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***Position Purpose***

This position is accountable for the planning, development, maintenance, and fund allocation for the local public agency (LPA) urban transportation improvement programs. This position assists in ensuring all program funding is in compliance with the Grant Accountability and Transparency Act (GATA).

***Dimensions***

Annual value of programs:	\$150+ M
Number of local public agencies Involved:	approximately 330
Annual dollar amount of funds allocated:	approximately \$120 M
Number of projects involved:	125 annual programs; 500+ multi-year programs

***Nature and Scope***

This position reports to the Local Planning and Programming Manager. There is no staff reporting to this position.

The incumbent operates in an environment of developing the LPA federal urban 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 urban federal-aid funds to LPAs 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 is 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 LPA annual program which is financially feasible with projects that can be brought to letting stage within the fiscal year. This includes the constant adjustments and compensations 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 urban programs by looking at federal balances, projected revenues, and discussions with bureau staff for appropriation limits. This position then sets the district funding parameters and solicits projects.

Local public agencies are directed to submit proposed projects to the district 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 submitted 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 analyses, 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 LPA special programs which may enhance the transportation environment with bicycle/pedestrian facilities, landscaping, and historic transportation building renovation. Cost adjustment or change in the scope of work for special programs must be reviewed and coordinated with bureau staff in a timely manner to meet LPA letting schedules. In the absence of the Rural, Bridge and Safety Programs Manager, this position is responsible for planning and programming the LPA rural, bridge and safety transportation improvement programs.

The incumbent receives general guidance from the Local Planning and Programming Manager. S/He keeps the manager advised of potentially controversial problems involving the accomplishment of sensitive projects, the annual program, and the allocation of revenues to specific programs. The incumbent acts for the manager during absences as designated.

The incumbent has frequent contacts within the bureau, as well as the bureaus in the Office of Highways Project Implementation, Intermodal Project Implementation, and districts. External contacts include the Federal Highway Administration, local officials responsible for transportation programs, legislative agencies, and special interest groups concerning available revenues for the LPA 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 LPAs.

### ***Principal Accountabilities***

1. Develops annual LPA urban 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 revenues available for the LPA urban 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 urban allocation formulas and distributes obligation authority and apportionments to LPAs and districts in an equitable manner to assure a balanced highway improvement program.
5. Performs studies to determine the LPA needs to assure the state and federal urban 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. Provides support for planning and programming of the LPA rural, bridge, and safety transportation improvement programs and ensures that all program funding is in compliance with the GATA.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as required or assigned.

**Subordinates of this position** (if applicable, list subordinate information in the chart below)

Position Classification	Position Number	Working Title	Authorized Identical
n/a			

**Supervisor of this position**

Immediate Supervisor Position Classification: Technical Manager VI  
 Working Title: Local Planning and Programming Manager  
 Position Number: PW416-23-10-101-10-01

**Position Requirements**

- Completion of 120 hours of college with coursework in business, economics, statistics, public finance, or public administration plus three years of experience in the practice of highway planning and programming, accounting, planning and supervision of program budgets, specific project budgets, or a combination thereof, **OR**
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**Position Desirables**

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**Agency Approvals**

  
 Bureau Chief of Personnel Management

  
 Secretary, Department of Transportation