

**Technical Manager VI
Local Planning and Programming Manager**

IPR Number:	43310	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW416-23-10-101-10-01	Shift:	8:00 am – 4:30 pm
Opening Date:	January 9, 2019		Monday – Friday
Closing Date:	January 23, 2019	Salary:	\$6,535 - \$8,778*

Office/Central Bureau/District/Work Address:

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

Position Purpose:

This position is accountable for developing and maintaining the local public agency portion of the department's Annual Highway Improvement Program and the Multi-Year Improvement Program (MYP); allocating federal and associated state matching funds to local public agencies; providing technical assistance to local public agencies in establishing their highway needs, programs, and budgets; approving state and local public agency highway jurisdictional transfers; and assists in the implementation of the Grant Accountability and Transparency Act (GATA).

Qualifications:

Position Requirements:

- Education/Experience:
 - Completion of 120 hours of college with coursework in business or public administration plus four 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**
 - Twelve 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
- Two years of supervisory experience
- Valid driver's license
- Occasional statewide travel

Position Desirables:

- Extensive knowledge of modern methods and procedures of business administration
 - Basic knowledge of highway systems and the laws pertaining to highway jurisdiction
 - Ability to develop and maintain cooperative relationships with staff and the public
 - Ability to interpret and enforce departmental policies
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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 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 either be 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**

DATE:	December 11, 2018	WORKING TITLE:	Local Planning and Programming Manager
POSITION CLASSIFICATION:	Technical Manager VI	OFFICE/BUREAU:	Office of Planning and Programming / Bureau of Local Roads and Streets
POSITION NUMBER:	PW416-23-10-101-10-01	REGION/DISTRICT:	

Position Purpose

This position is accountable for developing and maintaining the local public agency portion of the department's Annual Highway Improvement Program and the Multi-Year Improvement Program (MYP); allocating federal and associated state matching funds to local public agencies; providing technical assistance to local public agencies in establishing their highway needs, programs, and budgets; approving state and local public agency highway jurisdictional transfers; and assists in the implementation of the Grant Accountability and Transparency Act (GATA).

Dimensions

Subordinate personnel:	7
Annual budget:	\$350,000
Programs developed:	\$350 M annually
Funds allocated:	Federal - \$200 M; State - \$150 M; MFT - \$600 M
Projects involved:	600 annually
Highway system:	140,000 miles for 2,850 local agencies

Nature and Scope

This position reports to the Local Program Development Engineer. Reporting to this position are the Urban Programs Manager; Rural, Bridge and Safety Programs Manager; Highway Systems Manager; and four project planning and programming technicians.

This position operates within an environment of allocating federal and state funds, special program funds, state matching assistance funds, township bridge funds, and motor fuel tax (MFT) funds to local public agencies; performs analyses of fund availability to local public agencies by category; and sets criteria for project scheduling and project selection and modification in the Annual Highway Improvement Program and MYP. This position selects projects that meet programming criteria and formulates local project packages that meet the Annual Highway Improvement Program funding level. S/He performs the general oversight and control of implementing the Annual Highway Improvement Program including monitoring program implementation, preparing management reports, and initiating and processing program changes to maximize program accomplishment. This position also provides technical assistance to local public agencies. This position evaluates the impact of new federal legislation on the Annual Highway Improvement Program and reports on these matters to the section chief, bureau chief, and executive office. The incumbent coordinates Illinois Department of Transportation (IDOT) participation in meetings of the Illinois Municipal League (IML), American Public Works Association (APWA), and the Illinois Association of County Engineers (IACE) Revenue Committee to ensure effective liaison between local public agencies and the department regarding policy and other matters of mutual concern.

This position is the department's central point in developing the local federal-aid (FA) portion of IDOT's Annual Highway Improvement Program and MYP. Typical problems result from developing and modifying the Annual Highway Improvement Program to carry out the local multi-year goals within the realities and urgencies of immediate policy considerations, objectives, financial constraints, and local government priorities. In developing the Annual Highway Improvement Program and MYP, the incumbent must be thoroughly familiar with the federal, state, and local highway systems and classifications; local federal fund allotment status; and problems and operations of all local highway agencies. The incumbent will be responsible for assisting in the implementation of the GATA and must be able to tie these concerns to the department's plans, policies, and programs. The incumbent's most important and challenging functions are to allocate FA funds by category to local public agencies in an equitable manner consistent with broad federal guidelines, to develop and maintain an accomplishable Annual Highway Improvement Program that is within the department's and local public agencies' resources, and consistent with departmental policy, and to assure approval of appropriate highway jurisdictional transfers in accordance with the statutes and IDOT policies. Monitoring project progress is essential to maximum program accomplishment.

The incumbent personally plans, staffs, organizes, directs, and controls the operations of the unit to meet the schedule for delivery of local FA, MFT, and state allotments; for delivery of the local FA portion of the Annual Highway Improvement Program, and for accomplishment of the position's other accountabilities. S/He prepares briefs and makes presentations to the section chief, bureau chief, and executive office regarding all aspects of the local public agency portion of the annual program and the proposed projects. S/He analyzes and evaluates federal funding allocations. The incumbent develops and implements procedures for maintaining a program monitoring and progress reporting system for courses of action on complicated or controversial issues involving highway jurisdiction transfers.

The incumbent accomplishes assigned accountabilities through the following:

Urban Programs Manager: This position is responsible for developing the urban annual and multi-year local public agency FA highway improvement programs, evaluating proposed projects and methods of allocating FA funds to local public agencies, and monitoring the pre-construction status of urban local projects in the state highway program.

Rural, Bridge and Safety Programs Manager: This position is responsible for developing the safety, bridge, and rural annual and multi-year local public agency FA highway improvement programs; evaluating proposed projects for their acceptability for addition to the annual program; developing equitable methods of allocating FA funds to local public agencies; and monitoring the pre-construction status of safety, bridge and rural local projects in the state highway program.

Highway Systems Manager: This position is responsible for developing and recording coordinated local public agency highway systems, coordinating and providing initial approval of highway jurisdictional transfers between the state and local public agencies, maintaining the original files of all jurisdictional transfers and county highway systems maps in Illinois, and assisting with fund allocations for the local public agency transportation improvement program.

Project Planning and Programming Technicians: These positions are responsible for the preparation, revision, and monitoring of the annual and multi-year local federal program and disbursement and monitoring of monthly MFT allotments and special programs allocations to local public agencies.

The incumbent operates under the general supervision of the Local Program Development Engineer. Unusually complex problems and conflicts between multi-year programming considerations and the immediate annual program implementation will be referred to the Local Program Development Engineer.

The incumbent has frequent contact with internal staff, the Federal Highway Administration (FHWA), and local public agency transportation officials. The incumbent travels occasionally to attend meetings of local public agency associations such as the IML and IACE to provide an effective liaison between the local public agencies and the department.

The effectiveness of this position can be measured by the development of an accomplishable local public agency portion of the department's Annual Highway Improvement Program and MYP, which results in a safe and efficient local highway system, and the equity and feasibility of fund allocations made.

Principal Accountabilities

1. Develops, selects, and maintains annual and multi-year local public agency projects for inclusion in the state highway program in coordination with the planning process involving local public agencies and metropolitan planning organizations (MPO).
2. Supervises disbursement and monitoring of monthly MFT allotments and special program allocations to local public agencies.
3. Provides an equitable allocation of state and federal funds to local public agencies to provide for a balanced local program.
4. Ensures timely development of federal programming to meet project letting schedules.
5. Ensures effective monitoring of construction projects to maximize program accomplishments and to provide timely local project accomplishment reports to the executive office.
6. Recommends approval of all changes in the county, municipal, and township highway systems and transfers of jurisdiction between the state and local public agencies; and maintains original files of all jurisdictional transfers in Illinois.
7. Coordinates IDOT participation in local public agency association committee meetings to ensure effective liaison between local public agencies and the department regarding policy and other matters of mutual interest.
8. Assists in the implementation of the Grant Accountability and Transparency Act (GATA).
9. Trains, motivates, and evaluates subordinate personnel to assure effective and efficient accomplishment of the unit's responsibilities.
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 assigned.

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

Position Classification	Position Number	Working Title	Authorized Identical
Technical Manager V	PW415-23-10-101-10-01	Urban Programs Manager	1
Technical Manager V	PW415-23-10-101-10-02	Rural, Bridge and Safety Programs Manager	1
Engineering Technician V	PW015-23-10-101-10-01	Highways Systems Manager	1
Engineering Technician IV	PW014-23-10-101-10-02	Senior Project Planning and Programming Technician	1

Engineering Technician III	PW013-23-10-101-10-02	Project Planning and Programming Technician	1
Engineering Technician II	PW012-23-10-101-10-01	Project Planning and Programming Technician	1
Engineering Technician I	PW011-23-10-101-10-02	Assistant Project Planning and Programming Technician	1

Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer VII
 Working Title: Local Program Development Engineer
 Position Number: PW117-23-10-101-00-01

Position Requirements:

- Education/Experience:
 - Completion of 120 hours of college with coursework in business or public administration plus four 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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Agency Approvals


 Bureau Chief of Personnel Management


 Secretary, Department of Transportation