



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: August 26, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 30, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, September 13, 2016**. Applicants will not be accepted after that time and date.

**NOTE: 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 Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM IV

Transit Planning Manager  
Bureau of Planning  
Office of Planning and Programming  
Springfield

Attachments  
40903

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) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Tuesday, September 13, 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: 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

<b>Classification:</b>	<b>Technical Manager IV</b>	<b>Salary Range:</b>	<b>\$5,015 - \$9,155</b>
<b>Position Title:</b>	<b>Transit Planning Manager</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW414-23-10-304-50-02</b>	<b>IPR#:</b>	<b>40903</b>

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

Office of Planning and Programming/Bureau of Planning/2300 S. Dirksen Parkway, Springfield, IL

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### Description Of Duties:

This position is accountable for preparing the Public Transportation portion of the proposed Multimodal Improvement Program. This position provides technical support and analytical expertise in preparing the Public Transportation Capital and Operating Grants Budget and Multi-Year Transit Capital Improvement Programs and for approval of all capital requests from the Office of Intermodal Project Implementation for release or cancellation.

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### Special Qualifications:

#### **Required:**

- A valid driver's license
- Occasional statewide travel with overnight stays

#### **Desired:**

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in business, economics, statistics, accounting, public finance or public administration
- Five years experience in public or business administration, research, statistics, public finance or equivalent experience and training
- Working knowledge of governmental operations and public finance as related to highway activity
- Proficient in Microsoft Office, specifically Access, Excel and Word
- Ability to maintain harmonious relationships with employees, agency officials and the general public

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### Shift/Remarks:

8:00 am - 4:30 pm / Monday-Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	May 12, 2014	<b>POSITION:</b>	Transit Planning Manager
<b>APPROVED BY:</b>	<u>Karen Shoup</u>	<b>OFFICE/DIVISION:</b>	Office of Planning and Programming/Bureau of Urban Program Planning
<b>CODE:</b>	PW414-23-10-304-50-02	<b>REPORTS TO:</b>	Transit Program Planning Manager

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**Position Purpose**

This position is accountable for preparing the Public Transportation portion of the Proposed Multimodal Improvement Program. This position provides technical support and analytical expertise in preparing the Public Transportation Capital and Operating Grants Budget and Multi-Year Transit Capital Improvement Programs and for approval of all capital requests from the Division of Public and Intermodal Transportation for release or cancellation of state funds.

**Dimensions**

Annual Capital Grants Budget Amount:	\$1.0 - \$3.0 billion
Annual Operating Assistance Amount:	\$2.3 billion
Urbanized Area Systems:	17
Rural/Small Urban Systems:	48
Not-for-Profit Agencies:	100+
Program Funding Categories	17+
Legislation Reviewed	25+
Special Reports:	100-150

**Nature and Scope**

This position reports to the Transit Program Planning Manager as does the Rail Planning Manager, Transit Planning Specialist (2) and Transportation Program Advisor (2).

Under the general supervision of the Transit Program Planning Manager, the incumbent is responsible for developing the Public Transportation portion of the Proposed Multimodal Improvement Program, the Multi-year Public Transportation Improvement Program, and the Public Transportation Systems Profile. He/she will prepare revenue projections, federal funding forecasts, recommend annual and multi-year capital improvement programs, analyze and recommend operating assistance initiatives and review federal and state legislation pertaining to transit programs. The incumbent is responsible for preparing special staff reports and briefings on program initiatives and issues affecting the public transportation systems in the state. This position is accountable for gathering transit planning data and transit systems operating data to accurately identify the needs and impacts of the public transportation programs. He/she is responsible for analyzing and maintaining the status of all capital and operating appropriations and authorizations for public transportation.

The greatest challenge to this position is to provide a quality and timely review and evaluation of public transportation plans, programs and resources to ensure that capital and operating needs are programmed in the most cost effective manner. Typical problems include accurately forecasting the complex funding and diverse needs for the public transportation systems.

The preparation of the Public Transportation portion of the Proposed Multimodal Improvement Program requires the incumbent to develop recommended strategies for increasing ridership capabilities and providing adequate levels of financial support for public transportation systems.

The incumbent is personally responsible for ensuring that all grant data, operating data and needs data for public transportation are current and accurate. He/she reviews grant requests proposed by the Division of Public and Intermodal Transportation for release or cancellation to ensure the grants meet the program objectives and goals.

The incumbent must establish the procedures to obtain the public transportation and budget data, develop computerized monitoring reports, and initiate the updates to the financial reports. This requires a detailed knowledge of the diverse public transportation systems, the state funding release process, the grant award process and the project implementation process. He/she must be proficient in developing computerized reports.

The incumbent receives general guidance from the Transit Program Planning Manager in the development of the operating and capital budgets and the annual and multi-year capital programs and in the development of the Public Transportation portion of the Proposed Multimodal Improvement Program, the Proposed Public Transportation Improvement Program and the Illinois Public Transportation Systems Profile. The person in this position must develop his/her own techniques for problem solving. The incumbent must be fully familiar with all the various methods of financing transit systems in the state and have an understanding of the problems the system have in operating and financing the service. The incumbent must be familiar with data sources, federal and state revenue statutes and legislative processes, and the process for awarding transit operating and capital grants and implementing the projects. A key to this position is; understanding the many elements of transit costs, the effects of major capital projects and federal requirements on transit operating costs, state and federal funding programs, and the transit agencies structures, services and local funding capabilities.

The incumbent has continuing contact within the office with the metropolitan planning staff and the computer support personnel and with the Department with members of the Division of Public and Intermodal Transportation, the Office of Legislative Affairs and the Office of Finance and Administration. He/she will have occasional contact with the staffs of the Illinois Bureau of the Budget, Metropolitan Planning Organizations and transit agencies throughout the state. Some travel may be required.

The effectiveness of this position is measured by the ability of the incumbent to identify, and evaluate public transportation needs and the capital and operating funding resources necessary for developing the public transportation portion of the Proposed Multimodal Improvement Program, the Proposed Public Transportation Improvement Program and the Public Transportation System Profile budget requests. The effectiveness of this position is also measured by the ability of the incumbent to gather and process monitoring and status reports in an accurate, concise and timely manner.

**Principal Accountabilities:**

1. Ensure timely preparation of the Public Transportation portion of the Proposed Multimodal Improvement Program.
2. Review and analyze all requests from the Division of Public Transportation for release or cancellation of both Series B bond and General Revenue funds.
3. Review, analyze and evaluate project recommendations to assure completion of program priorities.

**Transit Planning Manager**  
**Office of Planning and Programming/Bureau of Urban Program Planning**  
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4. Ensure accurate and timely maintenance of public transportation operating data, funding data and grant status.
5. Develop and prepare reports, special studies and correspondence in a timely manner to accurately reflect the needs of public transportation.
6. Stands in for the Transit Program Planning Manager
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.