



Position Information

Working Title	Program Management Specialist
Role Title	Prog Admin Specialist II - 19212
Job Open Date	08/10/2018
Job Close Date	08/27/2018
Open Until Filled	
Is this position funded in whole or in part by the American Recovery & Reinvestment Act (Stimulus Package)?	No
Hiring Range	\$58,429 - \$90,000
Agency	Dept of Transportation (501)
Agency Website	http://www.vdot.jobs/
Location	Richmond (City) - 760
Sublocation	
Position Number	21385
Job Posting Number	1041485
Type of Recruitment	General Public - G
Does this position have telework options?	Yes
Bilingual/Multilingual Skill	No
Requirement/Preference	
Job Type	Full-Time (Salaried)
Job Type Detail	Full-Time Salaried - Non-Faculty- FTS-1
Pay Band	05
Job Description	<p>VDOT is responsible for building, maintaining and operating the state's roads, bridges, tunnels and ferry systems. Through the Commonwealth Transportation Board (CTB), VDOT also provides funding for airports, rail and public transportation. Virginia has the third largest state-maintained highway system in the country, employing over 7,000 employees across the Commonwealth of Virginia.</p> <p>VDOT's Infrastructure Investment Division has an exciting opportunity for (2) Program Management Specialists to assist with development and management of the Department's capital</p>

improvement program, the Six-Year Improvement Program (SYIP). This position will support the Agency, CTB and Secretary of Transportation in the selection, development and monitoring of construction program projects funded through the state's nationally recognized prioritization system known as SMART SCALE, as well as other state and federal funding programs in the SYIP.

This position will provide direction, guidance and analysis of statewide financial and business processes related to the SYIP, including transportation project development and delivery. Responsibilities include working with a diverse group of business partners to efficiently deliver transportation projects; participating in the SMART SCALE project selection and monitoring processes; collecting, analyzing and interpreting project and financial data from multiple sources to ensure the efficient use of funding to support project delivery; and preparing reports and conducting analysis to support development and implementation of policies, processes, and procedures related to the financial life-cycle of projects. This position will also review and analyze project data to recommend adjustments in financial and/or project management systems and perform other special assignments as directed by Agency management to support VDOT and division goals and objectives.

This position is eligible for telework opportunities; availability, hours, and duration are at the sole discretion of the Department Manager in accordance with VDOT's Teleworking policy.

Additional vacancies may also be filled from this recruitment.

In addition to a rewarding work experience, VDOT offers core benefits including competitive health and life insurance programs, pre-tax spending accounts, and leave programs. Employees participate in a State Retirement Plan; a tax-deferred Retirement Savings Plan with employer-matching provisions is also available. Employees are eligible for participation in a Short and Long Term Disability Program after one year of employment. Miscellaneous benefits include paid holidays, training and tuition assistance programs, wellness programs, etc.

VDOT is an Equal Opportunity Employer by both policy and practice. Applicants are considered for all positions without regard to race, sex, color, national origin, religion, age, veteran status, political affiliation, genetics, or against otherwise qualified persons with disabilities. It is the intent of VDOT's employment and

personnel practices to conform to all applicable federal, state and local laws and regulations regarding non-discrimination.

AmeriCorps, Peace Corps and other national service alumni are encouraged to apply. View details and knowledge, skills and abilities for applicant evaluation at local VEC or <http://www.vdot.jobs>. TDD 1-800-828-1120.

VDOT employees have Shared Values and a Code of Ethics. <http://www.virginiadot.org/about/missionandvalues.asp>. We encourage all those who apply to review these values and ethics. If you share our values, we invite you to apply. Your success in our organization depends upon sharing these values and keeping this Code of Ethics.

Minimum Qualifications

The successful candidate will have knowledge of transportation project planning, management, and financing practices, procedures, and tools. Knowledge of state and federal highway programs, procedures, rules and regulations. Knowledge of federal, state, and local transportation laws, regulations, policies, and operations. Knowledge of state and federal planning practices and regulations. Knowledge of VDOT programs, policies, project prioritization, and programming and scheduling tasks. Ability to adjust to complex changes and help implement programmatic policies, procedures, and short and long term goals. Ability to meet deadlines, handle assigned workloads with minimal oversight, and to proactively propose solutions to identified issues.

Preferred Qualifications

Bachelor's degree in public administration, planning, engineering, business or finance preferred; equivalent experience or training may substitute for degree. Experience in capital budgeting, including working with financial data and transportation project development and programming processes and procedures preferred. Experience in transportation funding, transportation planning, and/or transportation project development processes to include project management, financial, and policy considerations. Experience in data collection and ability to analyze, research and interpret financial and project data. Ability to follow written and oral instructions and to communicate effectively orally and in writing. Skill in the use of computers and software applications to include Microsoft Office applications and financial or project management software, such as Microsoft Project. Experience with automated and project data management systems. Ability to manage multiple tasks. Experience working as a part of collaborative efforts with multi-disciplinary teams or with staff outside of direct work unit.

Special Requirements

This position requires a fingerprint based criminal history background check.

State applications will only be accepted as submitted online by 11:59 pm on the closing date through the Recruitment Management System (RMS). State applications submitted via email, postal mail, fax, or in person will not be considered.

Applicants are expected to fully represent qualifications and work history on the State application. The decision to interview an applicant is based on the information provided on the application, therefore, it is essential to fully complete each section of the application and provide detailed information. Submitting an incomplete state application, or a state application lacking in detail, may impact your interview eligibility.

Special Instructions to Applicants

This website will provide a confirmation of receipt when the application is submitted successfully. Please refer to “Your Application” in your RMS Account to check the status of your application for this position.

The Virginia Department of Transportation (VDOT) is an Equal Opportunity Employer by both policy and practice. For more information about our employment practices, please visit “Information for VDOT Employees and Applicants”:
http://www.viriniadot.org/jobs/information_for_employees.asp

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Contact Information

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