



**CURRENT EMPLOYMENT OPPORTUNITIES
WITHIN THE ILLINOIS TOLLWAY**

QUALIFICATION SHEET

This position is currently vacant within the Authority.

The Human Resources Section will accept applications, with resumes from:

February 8, 2010 through February 24, 2010

DEPARTMENT
Executive

POSITION
Executive Director (G-1)

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interview will further evaluate the applicants qualifications, and (5), original transcripts and/or license must be submitted upon candidate processing and/or transfer if the position requires a degree and/or license.

Internal Applicants who are current employees must have worked in their current position long enough to pass probation to be eligible to apply for the position. In addition, applicants are also subjected to an internal investigation which includes an evaluation of their work record, safety and discipline records, their performance assessments and time and attendance records (including late starts and early quits) for the preceding 12 months. (Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

EXPERIENCE:

- The candidate must have a minimum of five (5) years supervisory/managerial experience
- Experience with and knowledge of the transportation industry is desired

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED:

- Possess demonstrated leadership capabilities and working knowledge of organizational principles, practices and procedures
- Excellent oral, written and interpersonal communication skills required
- Possess demonstrated experience in handling confidential information
- Must have the ability to work outside of normal work hours

Applicants interested in applying for this position can apply in person at our [Downers Grove Office](#) located at 2700 Ogden Ave. between the hours of 8:00 a.m. to 4:30 p.m. Monday through Friday. (Closed on State Holidays) Applications can also be printed out by clicking on the [Application link](#) and mailed to:

Illinois Tollway – Diane Devereux, Sr. Manager of Employee Services
2700 Ogden Ave.
Downers Grove, IL, 60515

All applications must be received by the application deadline indicated on the qualification sheet or Internet site.

POSITION DESCRIPTION

Executive Director

POSITION PURPOSE:

As chief executive officer of the Authority, the Executive Director provides short-term and long-term strategic leadership in executing the legislative purposes of the Authority and translating the mission defined by the Board of Directors into action. The incumbent sets goals, objectives and performance measures that conform to the Authority's mission. With the approval of the Board, the incumbent allocates and manages the authority's assets, including its personnel, financial assets, physical assets, and intangible assets.

DIMENSIONS:

Operating Budget:

Departmental Personnel: 5

NATURE & SCOPE:

The Executive Director is appointed by the Board, serves at the pleasure of the Board, and reports to the Chairman of the Board. The incumbent works with the Board to develop the short and long term goals and objectives to improve transportation and economic development in the region and to maximize the value of the Tollway to the people of Illinois and the Authority's bondholders. The Executive Director provides the Board with accurate, timely and sufficient information and data so that it can monitor performance, make sound operational decisions, and exercise its fiduciary responsibilities. In addition, the incumbent is responsible for providing legal, financial, technical, and strategic information to the Board as it considers new programs, expansion of the system, or other new initiatives.

The incumbent leads the personnel of the Authority to insure that effective and efficient current and future programming and customer service initiatives are instituted and maintained. In order to accomplish Authority goals and objectives the incumbent will represent the Authority to the Office of the Governor, the Illinois General Assembly and other state , federal, and local agencies The incumbent serves as an official representative of the Illinois State Toll Highway Authority before the public, the press, and other stakeholder organizations.

The incumbent engages in sensitive and confidential matters with the Chairman, Directors of the Board, Department Chiefs, Office of the Governor, State Legislature and other State, County and Federal agencies, State and national Associations and the general public

REQUIREMENTS:

Incumbent must have a minimum of 5 years supervisory/managerial experience and possess a demonstrated working knowledge of organizational principles, practices and procedures. Experience with and knowledge of the transportation industry is desired. Incumbent must possess leadership as well as excellent written, oral and interpersonal skills and have

REQUIRMENTS (cont)

demonstrated experience in handling confidential information. The incumbent is required to be available to engage in work outside of normal work hours.

PRINCIPAL ACCOUNTABILITIES:

1. Serves as a key resource person for the Chairman and Board of Directors; working directly with senior staff and Authority personnel to develop appropriate goals and objectives for the Authority and insure they are accomplished.
2. Oversees and manages Authority goals, objectives, policies, guidelines and programs. Develops reports and analyses of performance as required.
3. Monitors Authority programming, goals, and objectives to insure optimal customer service and operations of the Authority.
4. Ensures accountability to the Board, the people of Illinois and bond holders in the financial, legal, programmatic and external activities of the Authority.
5. Exercises sound judgment in executing both internal operations and in responding to external inquiries and requests
6. Other duties as assigned.