

**JOB ANNOUNCEMENT**

**Chicago Department of Transportation**

This Projects Administrator position in the Division of Project Development manages the CREATE (Chicago Region Environmental and Transportation Efficiency) Program, a \$2.5 billion plan to improve rail efficiency in Chicago, for the Chicago Department of Transportation. On behalf of the CDOT Commissioner, will coordinate with the Mayor's Office and the CREATE partners (IDOT and the railroads), in developing and implementing an advocacy strategy for federal and state capital funding. This includes outreach to civic and business groups, shippers, ports, other municipalities, and elected officials to gain support for CREATE. Represents CDOT at the CREATE Management Committee and at other CREATE committees, and support the Commissioner of CDOT in his role as one of three CREATE stakeholders (along with the Illinois Secretary of Transportation and the head of the Association of American Railroads). Coordinates with elected officials in Chicago on CREATE projects in their wards or districts. Oversee staff performing CREATE related tasks, including advocacy, planning, programming, and policy matters. Track progress of CREATE projects being implemented by other CDOT divisions. Administer task orders for consultant services related to CREATE Program management.

Bachelor's Degree in Urban Planning, Business Administration, Public Administration or directly related field supplemented by 5 years of experience in transportation planning, policy or legislation, including at least 2 years of supervisory and project management work experience.

**NOTE: To be considered for this position you must provide information about your educational background and your work experience. If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1. you may attach a resume; 2. you may paste a resume; or 3. you can complete the on-line resume fields.**

**NOTE: Copies of your official transcripts or training certificates will be required at time of interview/test, if applicable.**

**NOTE: To apply:**

Log onto [www.cityofchicago.org](http://www.cityofchicago.org)  
On the left side of the screen under "I Want To. . ." click on "Apply for a Job"  
Scroll down and click on "Open Job Opportunities"  
Under "Key Words" enter CREATE  
Click on "Projects Administrator" to see job posting or  
Click on "Apply" to begin process of applying  
Candidates will need to register on the site in order to apply

**Evaluation**

Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applications will be accepted.

**Residency Requirement**

An employee must be an actual resident of the City of Chicago. Proof of residency will be required at the time of employment.

**If you are disabled and require a reasonable accommodation to file your application, please contact the City of Chicago, Department of Human Resources at 312-744-4976, TTY: 312-744-5035. You will be required to provide information regarding your request.**

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

**City of Chicago is an Equal Opportunity/Affirmative Action Employer**

**City of Chicago**  
Richard M. Daley, Mayor

**Department of Human Resources**  
Homero Tristan, Commissioner