

Title: Public Transportation Program Specialist	Effective Date: June 24, 2017	Grade: XII	Job Category: Professional
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CHARACTERISTICS OF WORK

This position is responsible for providing administrative and technical support for the Public Transportation Programs Section, as well as program support, database reporting, analysis and records management.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Conduct National Transit Database (NTD) reporting and Federal Funding Accountability Transparency Act (FFATA) reporting.
- Assist with development and documentation of various program procedures.
- Maintain Public Transportation Programs website, electronic applications and forms.
- Analyze and report Title VI, Disadvantaged Business Enterprise (DBE) and other Federal Transit Administration (FTA) programs.
- Develop, implement and manage public transportation federal oversight processes.
- Work with federal, state and local government officials and community service organizations.
- Analyze and interpret federal regulations, policies and procedures.
- Develop and manage reporting procedures, operating practices, performance standards and fiscal measures.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree in public administration or related field from an accredited college or university OR the educational equivalent to a diploma from an accredited high school plus four years of related experience. Ability to interpret and apply Department policies and procedures. Demonstrated proficiency with Microsoft Office Suite. Skilled in public relations, presentations, negotiations and administration. Valid driver's license. Class "B" commercial driver's license (CDL) with "P" endorsement preferred.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.