

Title: Public Transportation Program Management Officer	Effective Date: June 24, 2017	Grade: XVII	Job Category: Professional
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CHARACTERISTICS OF WORK

This position is responsible for the oversight of Federal Transit Administration (FTA) programs and direct management of the sub-recipient agreements with transportation provider agencies that receive funding assistance through the FTA Formula Grants.

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.

- Oversee the Program Management Team of the Public Transportation Programs Section.
- Coordinate public transportation federal oversight programs.
- Recommend policies, procedures, staffing and funding required to operate transit programs.
- Work with federal, state and local government officials and community service organizations.
- Analyze and interpret federal regulations, policies and procedures.
- Coordinate transit's Title VI compliance and the Disadvantaged Business Enterprise Program.
- Coordinate the Department's Translease Program.
- 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, plus five years of professional experience in transportation or related field. Ability to interpret and apply Department policies and procedures. Demonstrated proficiency with Microsoft Office Suite. Interpersonal skills and ability to develop sustainable partnerships with external and internal customers. Skilled in public relations, presentations, negotiations and administration. Ability to communicate clearly and effectively in both written and verbal form. Strength in coordinating projects with employees and new and existing transit-related partners. 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.

