

Title: Public Transportation Safety and Security Officer	Effective Date: February 11, 2015	Grade: XVI	Job Category: Professional
Prior Title: FTA Grants Officer, UMTA Grants Officer, Assistant Section Head - Public Transportation	Prior Effective Date: August 24, 2007	Grade: XVI	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for coordinating and managing compliance documents and activities as required by the Federal Transit Administration (FTA) and subsequent subcontracting and compliance including, but not limited to, State Safety and Security and Drug and Alcohol requirements.

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.

- Interpret and administer federal regulations and guidelines related to FTA program requirements.
- Develop and coordinate procedures for preparing and submitting plans and compliance documents for FTA grant programs.
- Establish and direct record systems, reporting requirements, and controls for monitoring program contracts in accordance with all applicable laws.
- Coordinate audits with the FTA Safety Review Team and public transportation providers.
- Assist the Public Transportation Administrator with administrative and operational duties.
- Confer with public and federal officials for improving and coordinating public transportation programs.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in public administration, urban planning, or related field. The educational equivalent to a master's degree from an accredited college or university preferred. Five years of experience in grants management or related activities. Experience in Microsoft Excel, Access, Word and graphic programs desired. Ability to communicate clearly and effectively in both written and verbal form. Strength in coordinating transportation projects with management and transit partners. Class "B" Commercial Driver's License (CDL) with a "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.