

Title: Public Transportation Program Manager	Effective Date: March 22, 2021	Grade: XIV	Job Category: Professional
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CHARACTERISTICS OF WORK

This position is responsible for the direct management of sub-recipient agreements with transportation provider agencies that receive funding assistance through the Federal Transit Administration (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 Department of Transportation is an "at will" employer.

- Develop, implement and manage public transportation federal oversight processes.
- 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.
- Establish and maintain effective working relationships within and outside the Department.
- Develop rolling stock and other equipment specifications, initiate procurement processes and monitor federal and state compliance requirements.
- Develop and manage reporting procedures, operating practices, performance standards and fiscal measures.
- Provide technical assistance in transit grants, operations and equipment to interested groups, grantees and other entities.
- Travel to various transit agencies for site visits and program monitoring.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in Public Administration or related field. Professional experience in transportation or a related field.

Knowledge, skills and abilities:

Ability to interpret and apply Department policies and procedures. Demonstrated proficiency with Microsoft Office Suite. Outstanding interpersonal skills and the ability to develop sustainable partnerships with external and internal customers. Skilled in public relations, presentations, negotiations and administration. Knowledge of federal, state, and private grant programs and professional experience with grant writing and administration desired.

Working conditions:

Office environment. Occasional statewide and out-of-state overnight travel required.

Licenses, registrations and certifications:

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.