

Title: <b>Public Transportation Program Specialist</b>	Effective Date: May 14, 2021	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 Department of Transportation 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***

Education and experience:

The educational equivalent to a bachelor's degree in public administration or related held from an accredited college or university OR the educational equivalent to a diploma from an accredited high school plus four years of related experience.

Knowledge, skills and abilities:

Ability to interpret and apply Department policies and procedures. Demonstrated proficiency with Microsoft Office Suite. Skilled in public relations, presentations, negotiations and administration. Attention to detail. Ability to communicate both orally and in writing. Ability to organize, prioritize and multi-task.

Working conditions:

Office environment.

Licenses, registrations and certifications:

Valid driver's license.

*("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.**