

Title: <b>Planning Contract Specialist</b>	Effective Date: December 6, 2022	Grade: X	Job Category: Technician
Prior Title: Planning Contract Specialist	Prior Effective Date: June 24, 2017	Grade: X	Page: 1 of 2

### ***CHARACTERISTICS OF WORK***

This position is responsible for monitoring, processing, and oversight of sub-recipient reimbursements, the financial aspects of planning contracts, developing fiscal reports and processing invoices in compliance with federal and state laws.

### ***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.

- Review and process invoices by metropolitan planning organizations (MPO), public transit agencies, consulting firms, and railroads for federal and state funds, including the verification of dollar amounts and work completed.
- Ensure programs comply with applicable Department accounting policies and procedures.
- Ensure timely processing of claims and reimbursements.
- Communicate with internal and external stakeholders regarding program and project claims and reimbursements.
- Maintain records, prepare reports, and prepare correspondence related to Division project and program claims, reimbursements, and expenditures.

### ***ADDITIONAL EXAMPLES OF WORK APPLICABLE TO THE METROPOLITAN PLANNING COORDINATION OFFICE***

- Attend MPO meetings and conferences.
- Assist in keeping a record of the inventory that is purchased with federal funds.
- Prepare correspondence relating to available funding and conditions for fund availability.
- Assist in the review of proposed metropolitan planning organization work programs, progress reports, and other key financial products of the urban transportation planning process.
- Assist in the preparation of updates to procedure documents such as the MPO Manual.
- Coordinate information with the Public Transportation Programs Section.

### ***ADDITIONAL EXAMPLES OF WORK APPLICABLE TO THE PUBLIC TRANSPORTATION PROGRAMS SECTION***

- Assist with monthly reconciliation of transit grant expenditures.
- Assist with quarterly reporting of Federal Transit Administration (FTA) Milestone Progress reports, Federal Financial reports, and Federal Funding and Transparency Act reports.
- Process TransLease payments and maintain accurate records of transactions, balances, and payoffs.
- Assist with the organization and development of transit vehicle packages for FTA programs.

### ***ADDITIONAL EXAMPLES OF WORK APPLICABLE TO THE MULTIMODAL PLANNING AND PROJECT PLANNING SECTIONS***

- Review materials and expenses claimed in railroad billings for consistency with approved plans and federal-aid project agreements.
- Monitor federal-aid projects for activity and ensure timely closeout.

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***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a bachelor’s degree from an accredited college or university in accounting or related field OR the educational equivalent to a diploma from an accredited high school plus four years' experience in accounting or related field.

Knowledge, skills and abilities: Knowledge of federal regulations relative to the federally mandated planning activities desired. Familiarity with auditing, budgeting and funding administration processes. Ability to develop and review contracts between the Department and other entities. Ability to review and process invoices or claims for reimbursement. Proficient in the use of Microsoft Office Suite. Ability to communicate both orally and in writing. Ability to organize, prioritize and multi-task. Ability to prepare and maintain records and reports in an effective manner. Attention to detail.

Working conditions: Office environment.

*("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.**