

Title: Transportation Specialist	Effective Date: October 26, 2011	Grade: XIII	Job Category: Professional
Prior Title: Transportation Specialist	Prior Effective Date: October 18, 2010	Grade: XIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the direction and management of Federal Transit Administration grant assistance programs and state public transportation initiatives to assure compliance with any and all federal and state laws, regulations, practices and Department policies.

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.

APPLICABLE FOR PROGRAM MANAGEMENT:

- 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 the purpose of program monitoring.

APPLICABLE FOR TRANSPORTATION SAFETY:

- Develop, implement and manage the Rail Safety Oversight Program.
- Recommend policies, procedures, staffing and funding required to operate transit programs.
- Manage the Drug and Alcohol Testing Program compliance of transit agencies.
- 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 the purpose of program monitoring.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university plus progressively responsible professional experience in transportation related field. Ability to interpret and apply Department policies and procedures. Experience using Microsoft Word and Excel. Experience using Microsoft Access desired. Skilled in public relations, presentations, negotiations and administration. Satisfactory driving record required to operate state vehicles. Valid Class "C" Commercial driver's license desired.

("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.

