



DATE: MAY 2023  
FLSA: Non-Exempt

## Program Specialist I/II - Transportation

### **POSITION OVERVIEW**

Under direct to general supervision, provides support for the management of federal, state, and local funds related to transportation programs, projects, and studies including preparing payment and reimbursements requests for regional transportation projects; coordinates assigned activities with other departments and staff, member agencies, other regional and government agencies, and the public; and performs related duties as assigned.

### **JOB DUTIES**

*In addition to the job duties outlined in the **Program Specialist I-II** classification specification, the following are typical duties performed within this assignment. The duties specified below are representative of the nature and level of duties of this assignment and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar and related to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.*

- Receives, reviews, and prepares payment and reimbursement requests; codes requests in accordance with established chart of accounts; maintains logs of requests.
- Provides technical and administrative support work for assigned program(s).
- Performs special projects and assignments including:
  - Researching information and data from internal and external sources on topics related to assigned program(s);
  - Organizing, performing preliminary analysis, and summarizing data collected; and
  - Presenting findings in an appropriate format for review by professional, supervisory, or management staff.
- Attends team and department meetings; provides updates on assignments and projects; takes, prepares, and distributes meeting notes.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Terminology and practices of accounting document processing and record keeping, including accounts payable.

#### **Ability To:**

- Perform detailed and technical accounting and administrative support work accurately and in a timely manner.

**Minimum Qualifications**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Program Specialist I/II – Transportation: Equivalent to completion of the twelfth (12th) grade supplemented by college-level coursework in accounting, finance, public or business administration, or a field related.

Program Specialist I – Transportation: One (1) year of experience performing clerical or technical accounting and/or administrative support work.

Program Specialist II – Transportation: Three (3) years of increasingly responsible experience performing technical accounting and/or administrative support work.