



DATE: AUGUST 2024  
FLSA: Non-Exempt

## Program Specialist III - Transportation

### **POSITION OVERVIEW**

Under direct or general supervision, leads, oversees, and participates in complex technical and administrative support duties for the Transportation Program. Performs routine analysis, maintains and reports information and data in support of CVAG programs and projects; coordinates assigned programs, projects, and services with other departments, member agencies, other regional and government agencies, and the public; and performs related duties as assigned.

### **JOB DUTIES**

*In addition to the typical job functions outlined in the **Program Specialist III** 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.*

- Prepares reports on Transportation Program project funding and status.
- Prepares and submits reports in compliance with transportation grant funding requirements.
- Engages with member jurisdictions to review and process accounts receivable and accounts payable invoices.
- Plans and schedules Transportation Program outreach events as needed.
- Researches, interprets, and ensures compliance with Transportation Program guidelines and CVAG policies and procedures.
- Assists in developing and monitoring assigned Transportation Program budgets, including gathering and reviewing financial data to identify and recommend adjustments and/or fund transfers; processes contracts, reimbursements, invoices, and purchase orders; monitors and reconciles expenditures, revenues, and discrepancies; ensures accurate allocation of funds into proper accounts; ensures compliance with CVAG financial and accounting internal control procedures and federal, state, and local funding agency reporting requirements; maintains fund/budget reports and documentation for audits and reporting purposes; provides account balances and updates to management.
- Conducts outreach, engagement, and public education activities to inform the public of transportation programs and services; plans and coordinates outreach events; assists in preparing presentations to a variety of audiences.
- Composes, edits, proofreads, and submits reports and supporting documentation for Transportation Committee and other board, committee, and commission agenda items.
- Provides information to the public, management, member agencies, and other organizations requiring the use of independent judgment, interpretation of policies, rules, regulations, and procedures; and ensuring Transportation Program compliance with federal, state, and local requirements.
- Organizes and maintains accurate and detailed databases, electronic and physical files, and records; ensures compliance with established records retention schedules.
- Stays abreast of new trends and innovations in areas that may affect the Transportation Program.

- May provide staff support to assigned commissions, committees, boards, and task forces.
- Attends team and department meetings; provides updates on assignments and projects; takes, prepares, and distributes meeting notes.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Terminology and practices of accounting document processing and record keeping, including accounts payable and accounts receivable.
- Business mathematics and statistical techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and CVAG staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability To:**

- Perform detailed and technical accounting and administrative support work accurately and in a timely manner.
- Plan, organize, and coordinate work.
- Inspect the work of others and maintain established quality control standards.
- Identify and implement effective course of action to complete assigned work.
- Serve as a liaison and coordinate Transportation Program services with other departments, member agencies, community organizations, and other agencies.
- Research, summarize, and present technical information and data in an effective manner.
- Prepare clear, concise, and effective reports, correspondence, and other written materials.
- Understand, interpret, and apply CVAG policies and procedures relevant to work performed.
- Evaluate alternatives and make judgments within established policy and procedural guidelines.
- Make accurate mathematical and statistical computations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Licenses and Certifications**

Possession of an appropriate valid driver's license to be maintained throughout employment.

### **Minimum Qualifications**

Equivalent to completion of the twelfth (12th) grade supplemented by college-level coursework in public or business administration, transportation planning or engineering, or a field related to assigned program/area of responsibility and five (5) years of increasingly responsible experience in a field related to assigned program/area of responsibility.