

Trans Program Monitor 1*

Multimodal Transportation Resources Division Office of Public Transportation

The TDOT Multimodal Transportation Resources Division, Office of Public Transportation, is seeking qualified professionals with an understanding of public transit, federal and state program administration, grant management and compliance activities. The Office of Public Transportation supports transit agencies and non-profit organizations to deliver transit and mobility for people in all 95 Tennessee counties.

All positions require the following knowledge, skills, abilities, and competencies:

- Written and oral communication skills to professionally interact with a variety of officials, administrators, and the general public
- Computer skills including a strong understanding of Microsoft Excel and Word, as well as the ability to learn a variety of federal and state software programs
- Understanding and processing financial and programmatic data and presenting this information to internal and external audiences
- Reading and understanding language in contracts, policies, and government regulations and applying it in daily functions.
- Organizational skills to process large amounts of paperwork including financial data, numerical data, and programmatic information

Administrative Responsibilities

- Supports transit agencies and other grant recipients by phone, email and site visits. Manages initial receipt of communication and correspondence to incorporate into grant process workflows.
- Assists in the coordination of transit and transportation activities, including preparation of grant and subrecipient applications, contracts, projects schedules, progress reports, technical reports, and invoices.

- Monitors and reconciles program expenditures and obligations and recommends fiscal adjustments as needed
- Reviews and determines eligibility of submitted financial documentation in support of grantee activities and invoice reimbursement requests

Compliance Responsibilities

- Reviews and reports on grantee activities to determine if program rules, regulations, and policies, are followed and goals and objectives are being met
- Monitors corrective actions for compliance findings and provides technical assistance to satisfy program and contract rules and regulations
- Provides continuing controls for asset, equipment, and real property procurement and management
- Special Projects which focus on aspects of Grant Management and Oversight. Initial projects include invoice processing. Other projects may include grant reconciliation, monitoring oversight, expediting processes, and other focused aspects of administrative and compliance responsibilities.

*This position starts as a Program Monitor 1 and advances to Program Monitor 2 after one year of service with good performance.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.