

## **Trans Program Monitor 1\***

### **Office of Public Transportation 3 positions available**

The TDOT Multimodal Transportation Resources Division Office of Public Transportation is seeking qualified professionals with an understanding of grant management and compliance activities associated with federal and state public transit programs. There are currently positions available in the Administration Unit and in the Compliance Unit of the Office of Public Transportation.

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

- Written and oral communication skills to 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 communicating information to internal and external audiences
- Reading, understanding, and applying language in contracts, policies, and government regulations.
- Organizational skills to process large amounts of paperwork including financial data, numerical data, and programmatic information

### **Program Monitor – Administration**

- Assists in the coordination of 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

### **Program Monitor – Compliance**

- Reviews and reports on grantee activities to determine if program rules, regulations, and policies are being followed and meeting the goals and objectives of the program
- 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