

NOTICE OF JOB OPENING

POSITION: PROGRAM COMPLIANCE OVERSIGHT MONITOR (PCOM)

DEPARTMENT: EFFINGHAM COUNTY TRANSPORTATION

POSITION SUMMARY:

This is an ongoing Part-Time grant funded position that is required under the Non-Metro Operating Assistance and Downstate Operating Assistance Program (DOA). This position will maintain oversight to ensure compliance with all applicable Federal and State requirements as set forth in statutes, regulations, executive orders and master agreement between IDOT/DPIT and FTA.

JOB DUTIES:

1. Develop and update a Service Coordination and Management Plan (SCMP) that is approved in writing by IDOT/DPIT.
2. Monitor and analyze the level of and performance of Public Transportation services provided.
3. Document, investigate and resolve all complaints regarding Public Transportation.
4. Assist in review and audit of the program.
5. Attend all local and regional training.
6. Monitor the Public Transportation account.
7. Report monthly to the Transportation Committee of the Effingham County Board.
8. Submit quarterly reports to the Effingham County Board at County Board Meeting of the Whole.

QUALIFICATIONS:

1. Proficiency in federal and state transportation grant programs in purpose and funding.
2. Proficiency in Federal and State Public Transportation capital and operating grant requirements
3. Must be self-reliant, have good judgement, and excellent verbal and written communication skills.

Pay rate:

Currently: Approximately \$850/monthly and/or adjusted based on experience and qualifications.

Please, submit applications by 4pm on Friday, April 14, 2023.

Applications may be emailed to jdouthit@co.effingham.il.us or mailed to the Effingham County Board Office, Attn: PCOM Position, 101 N. 4th St, Suite 301, Effingham, IL 62401.

All questions should be directed to the Effingham County Board Chairman, Josh Douthit 217-342-8406.