

NOTICE OF JOB OPENING

POSITION: PROGRAM COMPLIANCE OVERSIGHT MONITOR (PCOM) DEPARTMENT: SHELBY 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 (DOAP). 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:

- Develop and update a Service Coordination and Management Plan (SCMP) that is approved in writing by IDOT/DPIT.
- Monitor and analyze the level of and performance of Public Transportation service provided.
- Document, Investigate, and Resolve all complaints regarding Public Transportation.
- Assist in review and audit of the program.
- Attend all local and regional training.
- Monitor the Public Transportation account.
- Monthly reporting to the Public Safety Committee of the Shelby County Board.
- Submit Quarterly reports to the Shelby County Board at Full County Board Meetings.

QUALIFICATIONS:

- A bachelor's degree in urban planning, accounting, business or a related field; or
- An associate degree in accounting, business, or a related field and at least three years of related experience: or
- Any equivalent combination of related education and experience.
- Have no real or perceived conflict of interest with the service operator(s).
- Possess proficiency in federal and state transportation grant programs in purpose and funding.
- Possess proficiency in State and Federal Public Transportation capital and operating grant requirements.
- Must be self-reliant, have good judgement, with skills in written and verbal communication.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient knowledge of experience with and skilled in the operation of personal computers and computer programs such as word processing, electronic spreadsheets, and databases.
- Advanced understanding of bookkeeping and accrual accounting.
- Ability to read and understand contractual and programmatic requirements of the Federal Transportation Administration's Section 5311 Program.
- General Program Knowledge - The PCOM shall possess proficiency in areas including but not limited to: Relevant federal and state grant program(s) purpose and funding; and State and federal public transportation capital and operating grant requirements.

- Ability to make independent decisions.
- Ability to work independently, complete projects, and administer administrative processes frequently without immediate supervision.
- Ability to establish and maintain effective working relationships with public and private groups, and individuals; ability to handle stressful situations.
- Ability to communicate effectively verbally and in writing with the public, officials, departments, offices, and staff; to follow instructions; and create and prepare correspondence.
- Ability to perform arithmetic functions, such as adding, subtracting, multiplying and dividing using whole numbers, common fractions, and decimals, with accuracy and care.
- Ability to maintain a high level of confidentiality.
- Good written and oral communication skills.

Pay rate: Current pay is \$1,000 monthly (2025)

Applications are due at the Shelby County Clerk's Office. Applications will be reviewed and interviews held by the Shelby County Board Chairman and Vice Chairman and a recommendation will be made to the full Shelby County Board.

Applications may be emailed to shcoclerk@shelbycounty-il.gov or mailed to Shelby County Clerks Office, Attn: PCOM Position, 301 E. Main St. PO Box 230, Shelbyville, IL 62565

All questions should be directed to the Shelby County Board Chairman, Tad Mayhall 217-246-3592.