



ERIE METROPOLITAN TRANSIT AUTHORITY

POSITION PROFILE

JOB TITLE:	<u>Administrative Assistant/Compliance Officer</u>	FLSA STATUS:	<u>NON-EXEMPT/Full-time</u>
WORK LOCATION:	<u>127 EAST 14TH STREET ERIE, PA 16503</u>	DATE ASSIGNED:	_____
REPORTS TO:	<u>Grants/Planning Manager</u>	SUPERVISOR:	<u>Grants/Planning Manager</u>
APPROVED BY:	_____	PAY GRADE:	_____

REVISION DATE: August 16, 2022

POSITION PURPOSE: This position will serve as an administrative assistant to the Grants/Planning Manager and will also be designated as the Compliance Officer for ADA (American with Disabilities Act) and Title VI for audit and compliance purposes.

DUTIES AND RESPONSIBILITIES:

The essential functions of the job include but are not limited to the following:

1. Responsible for ADA and Title VI Compliance and advises management on needed actions
2. Complies with federal, state, and local legal requirements regarding ADA and Title VI.
3. Provides audit information to management by researching and analyzing data, preparing reports.
4. Respond to ADA and Title VI public and community inquiries and brief EMTA staff on matters of public concern.
5. Build and sustain working relationships with community associates.
6. Assist the Grants/Planning Manager with purchase orders/RFPs/IFBs et al.
7. Assure organizational compliance with Procurement Standards, FTA Best Practices and Pennsylvania state procurement policies.
8. Monitoring vendor contracts and ensure compliance of contracts.
9. Maintain and update fixed asset inventory (monthly).
10. Monitor capital budgets and purchasing.
11. Conduct Annual Inventory Audit.
12. Responsible for actively seeking new Grant/Funding sources.
13. Responsible for ordering office supplies and implementing appropriate cost-saving initiatives.
14. Maintain and update departmental spreadsheets as needed.
15. Attend conferences/workshops as well as EMTA community events as required.
16. Other duties as assigned or needed.

SPECIAL REQUIREMENTS:

- Good verbal and written communication skills.
- Good organization and time management skills.
- Strong interpersonal skills.
- Computer literate, including word processing and spreadsheet programs, and ability to learn new programs (MS Office Suites).
- Strong analytical skills to problem-solve and arrive at decisions; self-motivated
- Detail-oriented.
- Ability to manage multiple priorities in short time frames and meet deadlines with proficiency.
- Ability to maintain confidentiality.

INTERNAL: Must interface positively with all employees.

EXTERNAL: Must maintain positive interface with FTA, PENNDOT and other federal, state and local government officials, MPO, consultants and capital equipment vendors.

MINIMUM QUALIFICATIONS:

EDUCATION – Bachelor’s Degree in Business preferred. Associate degree in business, administration or closely related field required.

EXPERIENCE – Verifiable experience in an office environment. Proficient with MS Office programs, Adobe, Publisher, etc. Prefer someone with ability to do public speaking to large and small groups of community members. Two+ years of office experience required.

Must have clean motor vehicle record (MVR), Must have clean criminal background check, child abuse clearance, physical and drug screening prior to employment.

IMPORTANT DISCLAIMER

In order to be considered for a position with the EMTA you must be able to meet the mandatory qualifications. You must possess a high school diploma or GED, preferred, acceptable MVR, pass a physical including a drug/alcohol screen, criminal record check and the ability to obtain your ACT 33 and 34 clearances.

Employees must follow HIPAA regulations and guidelines.

In compliance with the Americans Disabilities Act, EMTA will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss accommodations with the EMTA.

Employee's Signature

Date

Printed Name

Human Resources/Supervisors Signature

Date

EMTA IS AN EEO EMPLOYER