Interested application should submit a cover letter and resume to Travis McGlasson, Marshall County Board Chairman, tmcglasson@marshallcountyillinois.com

Position Title: Program Compliance Oversight Monitor (PCOM)
Reports To: County Board
Salary: up to $10,000/yr
Status: Part-time up to 1 day a week

OVERVIEW:

Marshall County is a direct recipient of federal Section 5311 Rural Area Formula Program funds, Downstate Operating Assistance Program (DOAP) funding, and other miscellaneous transit related funding administered by the Illinois Department of Transportation (IDOT), Office of Intermodal Project Implementation (OIPI), for the provision of public transportation services. As a condition of receiving these funds, IDOT requires each direct recipient to designate a Program Compliance Oversight Monitor (PCOM) responsible for overseeing the administration, financial management, and compliance of the agency's public transportation program.

SUMMARY:

The Program Compliance Oversight Monitor (PCOM) serves as Marshall County's primary administrator for its public transportation program and is responsible for the overall administration, financial oversight, and compliance of all public transportation funds, including the Federal Transit Administration (FTA) Section 5311 Rural Area Formula Program, the Illinois Downstate Operating Assistance Program (DOAP), and any other applicable federal, state, or local funding opportunities.

The PCOM administers applications, prepares reimbursement requests, reviews and reconciles financial transactions, audits monthly invoices submitted by contracted operator(s), and coordinates with independent auditors to ensure the accurate administration of transportation funds. The PCOM is responsible for ensuring Marshall County's public transportation program complies with all applicable federal and state laws, regulations, and Illinois Department of Transportation (IDOT) policies.

The PCOM monitors the performance of Marshall County's public transportation services and any contracted operator(s) to ensure services are delivered in accordance with transit requirements, contractual obligations, and adopted policies and procedures. Responsibilities include monitoring service performance, maintaining the Public Transportation Account (PTA), documenting and resolving public transportation complaints, preparing reports and recommendations for the Marshall County Governing Board, and submitting all required monthly, quarterly, annual, and other reports through IDOT's grant management system.

APPOINTMENT AND SUPERVISION:

The Program Compliance Oversight Monitor (PCOM) is appointed and employed by Marshall County. The individual serving in this position shall be accepted by the Illinois Department of Transportation (IDOT), Office of Intermodal Project Implementation (OIPI) as Marshall County's designated PCOM.

The PCOM works under the general supervision of the Marshall County Administrator (or Executive Director, County Administrator, or other designated supervisor) and is responsible for providing regular reports regarding the administration, financial status, performance, and compliance of Marshall County's public transportation program to the Marshall County Administrator and the Marshall County Governing Board, or its designated committee.

The PCOM shall also serve as Marshall County's primary point of contact with IDOT for matters related to transit administration, compliance, program oversight, audits, monitoring activities, and required reporting. Monthly, quarterly, annual and other reports required by IDOT shall be submitted to the assigned IDOT Project Manager in accordance with applicable transit requirements and reporting deadlines.

DUTIES AND RESPONSIBILITIES:

The Program Compliance Monitor (PCOM) is responsible for administering and overseeing Marshall County's public transportation program and ensuring compliance with all applicable federal and state laws, regulations, contractual obligations, and Illinois Department of Transportation (IDOT) policies. Duties include, but are not limited to, the following:

Administration

- Administer all public transportation funds awarded to Marshall County, including the Federal Transit Administration (FTA) Section 5311 Rural Area Formula Program, the Downstate Operating Assistance Program (DOAP), and other applicable funding opportunities.
- Prepare, review, and submit transit applications, reimbursement requests, amendments, certifications, reports, and other required documentation.
- Maintain proficiency in all applicable transit management and reporting systems, including BlackCat, and other systems required by IDOT or other funding agencies.
- Ensure transit activities are completed in accordance with applicable agreements, program requirements, and established deadlines.
- Maintain program files and supporting documentation in accordance with applicable federal and state record retention requirements.

Financial Management

- Review and audit monthly invoices submitted by contracted operator(s) and verify the allowability and eligibility of all expenses.

- Reconcile financial transactions related to the public transportation program and prepare reimbursement requests for submission to IDOT.
- Coordinate with Marshall County's finance staff and independent auditors to ensure accurate financial reporting and transit compliance.
- Prepare year-end financial reports and other required fiscal documentation.
- Monitor the Public Transportation Account (PTA), including deposits, withdrawals, interest earnings, reconciliations, and account balances in accordance with IDOT requirements.

Program Oversight and Performance Monitoring

- Monitor, evaluate, and document the effectiveness, efficiency, and compliance of Marshall County's public transportation program and any contracted operator(s), including but not limited to:
  - Service levels and operating performance
  - Revenue vehicle hours and revenue vehicle miles
  - Ridership trends
  - Days and hours of service
  - Fleet utilization
  - System revenues and operating expenses
  - Cost per trip, mile, and hour
  - Trip denials and service quality
  - Compliance with contractual performance standards
  - Driver and employee training activities
  - Eligibility of reimbursable expenses
  - Other performance measures required by IDOT

Asset Management

- Monitor the utilization, condition, maintenance, replacement planning, and inventory of vehicles, facilities, equipment, technology, and other public transportation assets.
- Conduct or coordinate annual inspections of all public transportation assets and maintain documentation supporting asset condition and compliance.
- Ensure vehicles, facilities, and equipment purchased with transit funds are inventoried, maintained, utilized, and disposed of in accordance with applicable federal and state requirements.

Service Coordination and Planning.

- Familiarize yourself with the Public Transportation Service Plan (PTSP) (as applicable). This could be coordinated with IDOT or the local HSTP Coordinator. The PTSP will include the following, as applicable:

    - An inventory of public transportation providers, specialized transportation providers, Human Services Transportation Plan (HSTP) Coordinators, and other transportation stakeholders serving Marshall County's service area.
    - Strategies to ensure public transportation planning, coordination, and service delivery remain open, transparent, and collaborative.
    - For multi-county systems, documentation demonstrating that service levels are reasonably proportional to the allocation of state and federal funding.
- Public transportation complaint procedures.
- Service contracts associated with Marshall County's public transportation program and monitoring contract revenues and trips provided.
- Procedures ensuring all service contract revenues are properly accounted for and reconciled with the Public Transportation Account.
- Information regarding customer access to transportation services and scheduling.
- Any additional information required by IDOT.

Contract Oversight

- Monitor the performance of contracted operator(s) to ensure compliance with transit requirements, operating agreements, applicable laws, regulations, and agency policies.
- Review contractor performance, financial reporting, maintenance activities, safety practices, and required training.
- Monitor service contracts and evaluate opportunities to improve transportation services and coordination.

Compliance and Risk Management

- Monitor compliance with all applicable federal and state transportation regulations, transit requirements, procurement requirements, civil rights requirements, financial management standards, and other IDOT policies.
- Assist with IDOT reviews, compliance monitoring activities, audits, corrective actions, and other oversight activities.
- Develop and implement corrective actions to address identified deficiencies and reduce program risk.
- Maintain documentation demonstrating compliance with applicable requirements.

Complaint Resolution

- Receive, document, investigate, and facilitate the resolution of complaints related to public transportation services provided by Marshall County or its contracted operator(s).
- Identify complaint trends and recommend improvements to service delivery and customer satisfaction.

Reporting

- Prepare and present regular reports to the Marshall County Administrator and Governing Board regarding program activities, financial performance, compliance, service performance, and operational issues.
- Submit all required monthly, quarterly, annual and other reports to IDOT by established deadlines. Reports may include:
  - Service coordination activities
  - Program performance analysis
  - Performance improvement recommendations
  - Corrective action plans and updates.
  - Public transportation complaint summaries.
  - Service contract performance
  - Public Transportation Account (PTA) activities
  - Annual financial summaries
  - Other information as requested by IDOT.

Professional Development

- Attend required IDOT training, conferences, workshops, and technical assistance sessions.
- Participate in Regional Human Services Transportation Planning (HSTP) meetings, the Rural Transit Assistance Center (RTAC) Conference, the Illinois Public Transportation Association (IPTA) Conference, and other professional development opportunities as required.

Other Duties

- Serve as Marshall County's primary liaison with IDOT regarding the administration and oversight of the public transportation program.
- Perform other duties related to the administration, compliance, and oversight of Marshall County's public transportation program as assigned.

PREFERRED QUALIFICATIONS:

- An associate's degree
- Experience administering FTA, IDOT, or other governmental transit programs.
- Have no actual, potential, or perceived conflict of interest with any contracted public transportation operator or other entity providing services under Marshall County's public transportation program.
- If applicable to the position, possess and maintain a valid driver's license required to perform the essential duties of the position.
- Be able to successfully complete training required by the Illinois Department of Transportation (IDOT) and other applicable funding agencies.