Westmoreland County Transit Authority

	Systems and Compliance Coordinator		
Reports To:	Deputy Executive Director	Pay Classification:	
Department:		Pay Type:	
Effective Date:	11/1/2020	Approval:	
Revised Date:		Approval:	

JOB FUNCTION

Systems and Compliance Coordinator performs a supporting role in identifying evaluating and monitoring regulatory compliance, standards, and practices of the organization by researching and communicating requirements that require changes to maintain compliance with laws and industry regulations This position will also act as the Applications Specialist for WCTA's computer network and software systems.

WORK HOURS

Monday through Friday, eight (8) hours per day, on call during hours of operation.

ESSENTIAL DUTIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

1. Test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases and monitor software and provide training to staff as needed.

2. Analyzing information and evaluating results to choose the best solution and solve problems by observing, receiving, and otherwise obtaining information from all relevant sources.

3. Monitor and maintain existing vehicle tracking system, security systems, communications systems and building monitoring systems and maintain all site licenses and manages application support contracts for the organization.

4. Research improvements for process compliance, identifying processes that are out of compliance, and inform appropriate staff of the necessary changes that will resolve any

inconsistencies. Research regulations by reviewing regulatory bulletins and other sources of information.

5. Develops, coordinates, and manages the Authority's short and long-range transportation planning efforts. In relation to all software systems and compliance guidance.

6. Analyzes problems, issues, and costs relating to private and public costs and benefits, and anticipated impacts on current transit operations.

7. Develops and administers policies and procedures concerning transit operations.

8. Ensures compliance with federal and state regulations.

9. Assists in preparing agency for federal and state regulatory and compliance reviews.

10. Prepares and maintains a variety of records, data, and reports.

11. Keeps other departments abreast of requirements by researching regulatory and filing information, writing and communicating guidelines.

12. Maintains rapport with regulatory personnel by arranging continuing contacts, resolving concerns.

13. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.

14. Contributes to team effort by accomplishing related results as needed.

15. Performs other duties as required.

Note: The essential duties listed above are not intended to limit the duties and responsibilities of the position listed in this job description.

EDUCATION & EXPERIENCE

Equivalent to a bachelor's degree from an accredited college or university with major course work in Business Administration, Communications, Auditing, Government Administration or related field.

Three to Five (3-5) years' experience in general business, operations, auditing, or compliance preferably transportation related.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

1. Working knowledge of Windows network environments.
2. Advanced computer skills on MS Office including MS Word, and Excel.
3. Strong written and oral communication skills.
4. Strong organizational and time management skills ability to prioritize.
5. Must be a self-starter and driven
6. High attention to detail and accuracy.
7. Ability to multi-task, be flexible, and adapt to change quickly

8. Well-organized and self-directed who is a team player.
9. Must possess a valid PA driver's License

PHYSICAL DEMANDS

Requires the use of a computer and ability to install computers, including cabling, some travel to seminars and government offices may require overnight stays and ability to occasionally lift 25-30lbs

WORKING CONDITIONS

Typical office conditions and travel between all WCTA locations.

GENERAL SIGN-OFF

This job description does not constitute an employment agreement between WCTA and the employee. WCTA management reserves the right to assign or reassign duties and responsibilities to this job at any time.

I have read and understand this general sign-off and job description.

_____   _____   _____
            Print Name   Signature   Date

_____   _____
            Supervisor   Date