



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
JOB POSTING #2023-10**

**CLOSING DATE: OPEN UNTIL FILLED**

**Job Title:** DBE Certification Specialist

**FLSA Status:** Non-Exempt

**Work Location:** 602 N. Staples and various locations

**Department:** General Management

**Reports To:** DBE Liaison Officer

**Pay Grade:** 20 **Salary:** \$23.50 HRLY

**General Summary:** Under direct supervision of the DBE Liaison Officer, provides general office management administrative services, to coordinate the certification and outreach aspects of the agency's Disadvantaged Business Enterprise (DBE) program.

**Experience and Training Requirements:**

This position requires any equivalent combination of the following training, education, and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Associate's degree from a 2-year College or accredited business school.
- **Experience:** Minimum three (3) years' work experience in a related work area.
- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for the position to operate CCRTA vehicles.
- **Other Requirements:** Must be at least 18 years of age. Any job offer and continued employment is contingent upon completing and passing a pre-employment job agility evaluation, physical, drug and alcohol screen, and background with not more than two moving violations or accidents in the past three years, no more than one DWI/DUI in a lifetime, and no DWI/DUI in the past five years.

**Working Conditions and Physical Requirements:**

Works primarily in a typical, climate-controlled office environment. An average amount of overtime and extended work hours are required. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential and marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 10 lbs.

*CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace. M/F/D/V*

***FOR A FULL JOB DESCRIPTION, PLEASE EMAIL HUMAN RESOURCES AT  
CCRTAHR@CCRTA.ORG***