



**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

Work Schedule: Mon-Fri 8 am – 5 pm

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.

Essential and Marginal Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Performs office and records management administrative duties for the DBE Department, including establishment and maintenance of DBE directory, bidder list databases, maintenance of automated and hard copy files/records, maintenance of statutes, regulations, guidelines, and procedures governing functional programs, and preparation of general correspondence.
- Responsible for the day-to-day certification administrative duties; including receiving, and establishing files on all applicants for DBE/ACDBE and Interstate certification.
- Reviews new applications for completeness from firms to ensure the information provided by new applicants meets the criteria of the DOT regulations under 49 CFR Parts 26 & 23 and evaluates the mandatory supporting documentation. If additional information is required to complete the certification process, the information is requested, in accordance with DOT procedures and guidelines.
- Monitors and reviews submission of certified firms' annual updates for completeness and continued eligibility.
- Conducts onsite interviews and project site visits to businesses for the certification process including post-certification review every five years.
- Responds to general inquiries regarding the DBE program including the status of pending DBE certification applications.
- Recommends approval or denial of applicants to the DBE Liaison Officer.
- Prepares documents and composes correspondences for DBE certification approvals, denials, and decertification.
- Reports denied and decertified firms in the U.S. DOT's Office of Civil Rights Database.
- Assists in maintaining the online DBE Directory of certified firms and updating the DBE Program information page on CCRTA's website.
- Maintains ongoing written/verbal communications with vendors to assure their awareness of CCRTA projects.
- Assists the DBE Liaison Officer in the development and dissemination of the DBE program information, including training, resources, and standard operating procedures for program administration.
- Conduct presentations and DBE training for potential applicants.
- Provides outreach, technical assistance, and training to aid DBEs in their certification efforts.
- Attends various networking events to communicate the company's interest in receiving proposals from firms to participate in various contracts awarded/bid.
- Provides additional support, as needed to the DBE Liaison Officer.
- Maintains confidentiality regarding all CCRTA-related business information and personnel issues.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Maintains orderly files.

- Oversees department's management of records.
- Performs other duties as assigned.

It is the CCRTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding your application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.

Qualifications include:

Knowledge of:

- Effective time management;
- Modern office procedures, methods, office, and computer equipment;
- Demonstrated superior verbal and written communication skills;
- Demonstrated strong analytical, problem-solving, and negotiation skills;
- Demonstrated excellent interpersonal relationship and teambuilding skills; and
- Strong command of English usage, spelling, and vocabulary.

Ability to:

- Communicate effectively verbally and in writing;
- Learn and comprehend DBE, EEOC, Open Records, and ADA laws and regulations;
- Willingly foster a positive work environment;
- Provide service in a courteous and professional manner;
- Multi-task and work with a diverse group of people;
- Exercise independent judgment and responsible decision-making;
- Understand and follow oral and written instructions;
- Transcribe, compose, and edit committee minutes;
- Comply with Regional Transportation Authority policies and procedures; and
- Maintain a dependable attendance record.

Skills:

- Operate a variety of office equipment including a computer, calculator, copier, facsimile machine, shredder, and typewriter;
- Type at a speed necessary for successful job performance;
- Interpersonal communication skills at a level suitable for courteous business interaction with the Board of Directors, all staff and management levels within the Authority, representatives, and officials of public and private agencies, vendors, and the general public;
- Proficiency in Microsoft Access and/or similar database application(s);
- Proficiency in Microsoft Excel and/or similar spreadsheet application(s); and
- Proficiency in Microsoft Word and/or similar word processing application(s).

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.