



Jeremy Peterson
Chief Executive Officer

Erie Metropolitan Transit Authority
127 East 14th Street
Erie, Pennsylvania 16503

Job Details

- Job Location: HQ - Erie, PA
- Position Type: Full Time
- Education Level: 2 Year Degree
- Salary Range: \$40,000.00 - \$45,000.00 Salary
- Travel Percentage: Negligible
- Job Shift: Day
- Job Category: Admin - Clerical

Description

ESSENTIAL DUTIES:

1. Maintains understanding of and complies with Medical Assistance Transportation Program (MATP) policies, standards, rules, regulations, priorities, procedures, and allowable costs.
2. Implements and maintains MATP operational procedures.
3. Reviews and validates MATP data, documents, and expenditures.
4. Completes and/or assists with the preparation of MATP reports, proposals, agreements, contracts, and budgets.
5. Provides MATP consumer services.
6. Identifies MATP requirements and maintains Requirements Logging system.
7. Ensures the MATP consumer survey is conducted; summarizes survey results and shares with administration when needed.
8. Investigates and responds to MATP consumer complaints, appeals, fraud investigations and documents corrective actions.
9. Ensures and documents vendor contract compliance.
10. Ensures tracking systems meet MATP needs.
11. Identifies and reports risks to supervisor; recommends solutions.
12. Supervises staff; completes and documents personnel actions.
13. Attends trainings and meetings as directed; travel may be required.
14. Conducts monthly billing procedures to provide the LIFT administrator billing data
15. Attends and publicly speaks to MATP groups to highlight the available benefits of transit services. Actively seeks to participate in

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community outreach events to increase utilization of paratransit services through LIFT transportation.

QUALIFICATIONS:

Special Licenses, Traits, Skills and/or Certifications:

Enthusiastic, self-starter, quick learner; problem solver; resourceful and innovative; detail oriented; organized; capable of independent work; must demonstrate common sense; and excellent listening, communication, and interpersonal skills.

Education and/or Experience:

Associate degree and a minimum of one-year related experience working with government programs specifically programs that have specialized funding streams; or two to four years working with government related programs with specialized funding streams (example: grants, subsidies, lottery funds, etc) and a proven work record showing experience ensuring compliance with programs and funding; or any equivalent combination of education and experience will be considered.

Computer Skills: MS Office Suites. Data entry skills, typing skills.

Office equipment: Ability to use general office equipment - headsets and desk phones, copiers, fax machines, scanners, printers, postage machines.

Proven public speaking abilities

PHYSICAL DEMANDS:

The physical demands described are required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to be successful in this position. All ADA requests must be made in advance an an interview.

Physical Functions of position:

While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear, walk, and use fingers for data entry, keyboards, or phone keypads, handle, or feel. The employee is

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occasionally required to reach with hands and arms above head, to climb or balance, stoop, kneel, crouch, crawl.

The employee must frequently lift and/or move up to 25 lbs. and occasionally lift and/or move up to 45 lbs.

Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK CONDITIONS:

The work conditions for this job are:

Access to reliable transportation and travel are required to perform essential duties. Obtains and maintains a valid driver's license.

Able to obtain and maintain PA Child Abuse clearances, able to pass criminal background check, able to pass a pre-employment physical and drug screen, and have and maintain a clean motor vehicle record (MVR).

EMTA maintains an at-will policy of employment that means employment and compensation may be terminated with or without cause and with or without notice at any time at the option of EMTA.

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. EMTA reserves the right to modify the job description at any time when operational needs arise. EMTA is an EEO Employer.