

JOB POSTING

Position Title	Program Compliance Oversight Monitor (PCOM)
Department	Central Illinois Public Transit/Shelby County
Shift	Part-Time Non-Exempt
Salary Range	\$28.59 - \$35.00
Brief Job Description	This position oversees and reviews all grant applications for the Counties of Shelby, Christian, Clay, Fayette, Montgomery, and Moultrie. Public Transportation Program including Section 5311 and Downstate Operating Assistance. The PCOM shall audit invoices, reconcile all financial transactions of the operator, prepare reimbursement requests to be submitted to IDOT, and work annually with independent auditors. This position is responsible for the Federal and State compliance requirements for rural transportation.
Education Requirements	Bachelor's degree in Urban Planning, Accounting, Business, or related field <u>OR</u> an Associate degree in Urban Planning, Accounting, Business, or related field with at least 3-years of related experience, or project/program management. Other related experience will be considered.
Additional Comments	Excellent Communication Skills, written and spoken. Good working knowledge of Microsoft Products including Word and Excel. Must be able to work independently.
Instructions for Applying	Applications may be emailed to shcoclerk@shelbycounty-il.gov or mailed to: Shelby County Clerk Attn: PCOM Position P.O. Box 230 Shelbyville, IL 62565 For full position description, go to https://www.shelbycounty-il.gov/employment.aspx
Application Deadline	04/30/2025