



## POSITION DESCRIPTION

**TITLE:** Compliance & Diversity Programs Coordinator  
**CLASSIFICATION:** Level 7  
**DEPARTMENT:** Finance and Administration  
**REPORTS TO:** Director of Finance and Administration  
**SUPERVISES:** None  
**LAST UPDATED:** July 16, 2019

**RESPONSIBILITIES:** The Compliance & diversity Program Coordinator's responsibilities include duties required to continuously improve LANTA's knowledge of and compliance with Federal and state program requirements, as well as compliance with internal policies. The Compliance & Diversity Programs Coordinator reports to the Director of Finance & Administration.

### EXAMPLE OF DUTIES

The duties of the Compliance & Diversity Programs Coordinator include, but are not limited to:

- Prepare policy and procedures documents, establish and administer programs to monitor and facilitate LANTA's compliance with Federal and state programs/regulations, as well as requirements of LANTA insurance carriers, as directed by the Director of Finance & Administration.
- Prepare policy and procedures documents, establish and administer programs to monitor and facilitate LANTA's compliance with internal policies and programs as directed by the Director of Finance & Administration.
- Prepare (or facilitate the assembling of) and submit required reports and documentation for Federal, state, and internal programs.
- Work with Executive Director and applicable staff to facilitate the implementation and continuous improvement of LANTA's diversity and civil rights programs including but not limited to Equal Employment Opportunity, Disadvantaged Business Enterprise, Americans with Disabilities Act, etc.
- Communicate required compliance actions to the Director of Finance & Administration.
- Research and implement strategies related to the duties of the position which are intended to improve performance or minimize costs.
- Attend off-site trainings related to duties.
- Perform other related duties as assigned by the Director of Finance & Administration.

The conduct of many of the duties of this position may require field work.

### QUALIFICATIONS

- Bachelor's Degree in business administration or a related field.
- Knowledge of Federal Transit Administration and Pennsylvania DOT grant program requirements preferred.

- High skill level in Microsoft applications including Word, Excel, and Outlook.
- Strong aptitude with computer use.
- Strong ability to understand and communicate government program regulations/stipulations.
- Strong written and verbal communications skills.
- Five years of experience in related duties.
- This position may require field work and work at off site locations.

LANTA is an equal opportunity employer. In accordance with anti-discrimination law, LANTA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic information. LANTA conforms to the spirit as well as to the letter of all applicable laws and regulations.

Interested candidates should email their resumes to Jason Polster-Abel in the Human Resources Department at [jpolster@lantabus-pa.gov](mailto:jpolster@lantabus-pa.gov).