

# Capital Program Specialist



**Regional  
Transportation  
Authority**

The Regional Transportation Authority (RTA), located in downtown Chicago, is currently accepting applications to fill the **Capital Program Specialist** position.

Under the general direction of the Manager, Capital Programs, the incumbent is responsible for assisting with the development of, and the coordination with the finance team, the two year financial plan and five year capital program budget. The incumbent is also responsible for assisting with: the quarterly amendments to the five year capital program; the development of the capital program's team annual work program; overseeing the capital program implementation activities associated with their designated service board; assisting with management and administration of ICE Program; monitoring the expenditure and future cash flow needs for state bond funds; coordination of the state bond reporting requirements; the tracking and processing of monthly capital requisitions; and the coordination and tracking of capital grant closeouts.

Responsibilities include but are not limited to:

- Responsible for the administration of capital program grants, and contracts for your assigned service board(s). This includes: the review and approval of funding applications; the processing and payment of invoices and requisitions; attending monthly board meetings; and site visits to active capital project construction projects.
- Be proficient in the use of databases to enter and upload capital project and grant data, and to conduct analyses and prepare reports as required.
- Responsible for the tracking of state bond program funded projects. This includes status of project budgets, bond payments, and quarterly cash flow estimates and analysis. This also includes the oversight and coordination of the quarterly project status reporting to the Illinois Department of Transportation.
- Prepares capital grant, program and project related memos, reports and Power Point presentations as directed.
- Responsible for coordinating and tracking the close-out of capital grants associated with funds administered by the RTA.
- Assist with the implementation and monitoring of the Service Board's Innovation Coordination and Enhancement projects

Knowledge, skills, and abilities equivalent to a Bachelor's Degree in Public Administration, Auditing, Accounting, Finance, Economics, Urban Planning, related field, or equivalent associate degree and/or work experience. 0 to 2 years of experience working in public sector is desirable. The ideal candidate should be highly organized, able to prioritize work independently, and possess strong written and verbal communication skills. Excellent quantitative and problem solving skills and attention to detail. Microsoft Office, database application, spreadsheet, and presentation software proficiency required.

The RTA offers a competitive compensation and benefits package. The RTA reimburses for travel at the federal rate for mileage reimbursement. Relocation is not available. For more information about the RTA, visit our website at [www.rtachicago.com](http://www.rtachicago.com).

**Minimum Salary: \$49,000**

**Please submit a cover letter, resume and salary history to:**

Regional Transportation Authority  
Human Resources, Attn: 18-CPS2  
175 W. Jackson, Suite 1650  
Chicago, IL 60604

To apply online go to: <https://rtaweb01prd.rtachicago.com/jobposting/?job=221>

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