

SENIOR COMPLIANCE & REPORTING ANALYST

Located in Jersey City, NJ, TRANSCOM is a coalition of the 16 major traffic, transit and public safety agencies in the New York/New Jersey/Connecticut metropolitan region. TRANSCOM provides a coordinated, regional response to major incidents; coordinates construction projects among its member agencies; and implements intelligent transportation systems on a coordinated, regional basis.

Under the direction of the Executive Director, the Senior Compliance & Reporting Analyst is responsible for administrative and contractual support for compliance for audits; ensuring that contracts are properly executed, organized and available; and that there is proactive record keeping for member agency and staff compliance with mandated administrative procedures. This position provides support to the production and organization of contracts and agreements, including operations and maintenance agreements and non-disclosure agreements; the organization and production of the Annual Federal Work Program; and modifications to the organization's By-Laws.

Writing responsibilities include TRANSCOM's strategic plan and business plans, with annual updates; the TRANSCOM annual and monthly reports, which include the compilation of data for performance measures; record keeping for major meetings; preparing Requests for Information and Proposals (assisting in the evaluation of responses); preparing materials for external communications, including the content of TRANSCOM's website; and providing outreach and support, including media relations, for TRANSCOM programs and projects.

A Bachelors Degree in Public Administration, Public Policy, Business Administration or planning is required. A minimum of one or more years of experience in these or related fields is desirable.

To Apply: Interested parties should e-mail a resume and salary history to Mary Buratti at buratti@xcm.org.