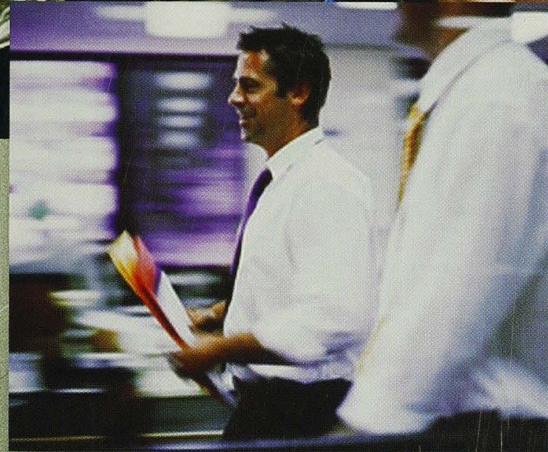




# Make the Federal Transit Administration Your Next Stop!

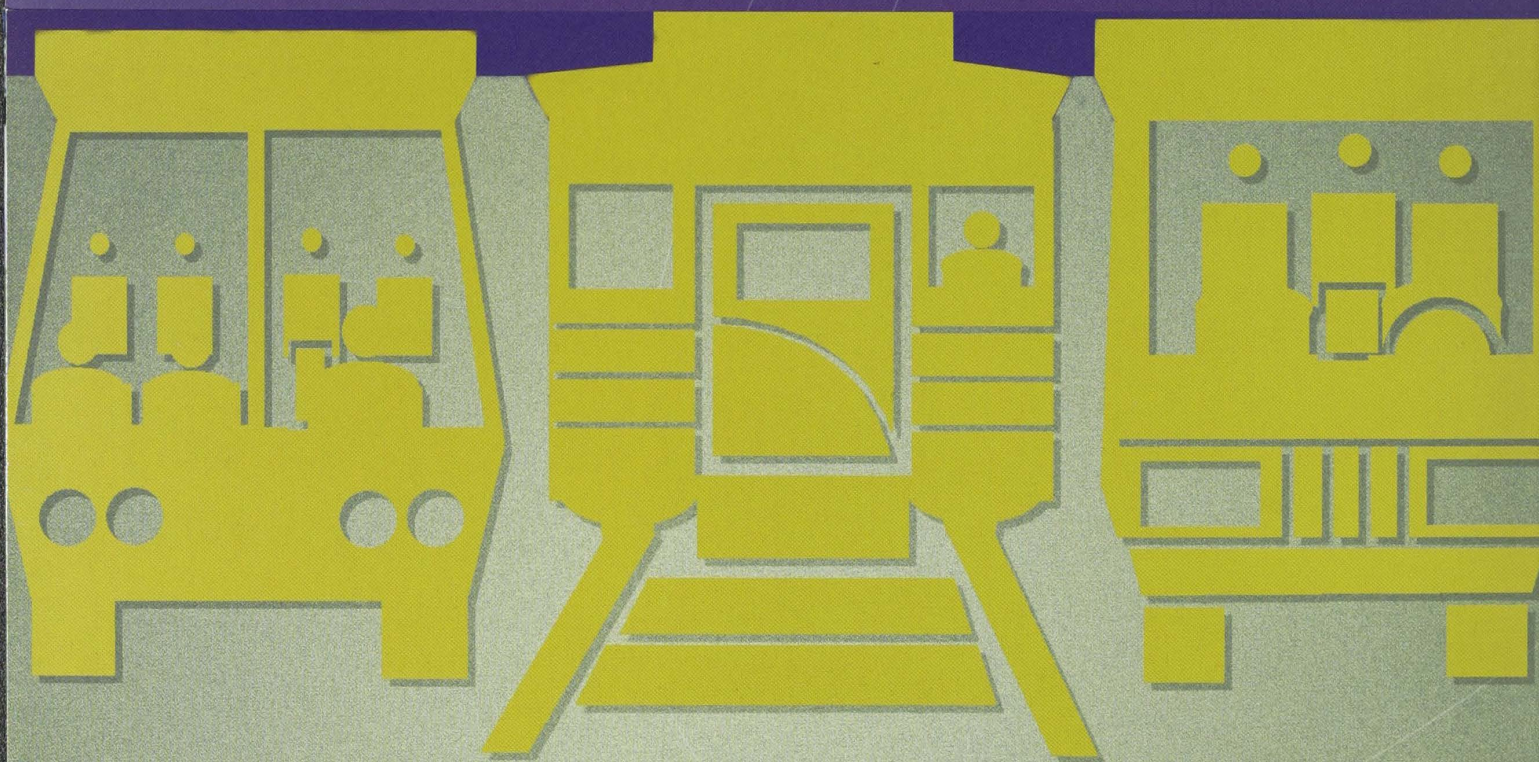


E x c e l l e n c e

L e a d e r s h i p

C o m m u n i t y





**Making public transportation America's mode of choice!**



# WHO WE ARE

We are more than 500 diverse, talented, enthusiastic people working to make America's thriving communities grow even stronger with public transportation. We know that transit is the key to economic vitality, opportunity, and personal freedom – and we are committed to helping every community create a public transportation system to meet its needs.



Each year, the Federal Transit Administration (FTA) provides over \$7 billion in financial assistance to help communities build, improve, maintain, and operate public transportation systems.

**And we do much more:**

- *We help communities figure out what kind of transit will best meet their needs;*
- *We provide safety, security, and other training for local transit employees;*
- *We make sure that Federal funds are spent wisely; and*
- *We promote public transportation as a convenient, comfortable, energy-efficient, environmentally friendly way to travel.*

From buses to subways, ferryboats to monorail – our business is helping people get where they want to go!





# WHY FTA

If you are looking for a place to make a contribution, to excel, and to grow as an individual, FTA has opportunities that may interest you.

**Opportunities for All:** FTA provides a work environment in which every individual can reach his or her highest potential and make a positive difference for America. FTA welcomes applicants and provides reasonable accommodations to employees with disabilities, including workplace adaptive equipment and restructuring worksites. FTA's diverse workforce includes women, minorities, and persons with disabilities throughout the agency – from entry-level jobs to our senior executive team.

**Challenging Work Assignments:** Right from the start, FTA managers work to create an environment full of opportunity and excitement for employees. Whether you are just finishing college, looking for new challenges in the transportation field, or exploring a whole new career, we think you'll find great opportunities in FTA. From engineering to energy conservation, computer science to community planning, you'll find exciting opportunities to apply your skills, education, and work experience to solve real-world problems. And you'll have the satisfaction of knowing that you are making a positive difference in the lives of people in big cities and small communities throughout America.

**Professional Development Opportunities:** FTA offers a wide range of training and educational opportunities to help employees advance their transportation careers. In fact, you can begin your career with FTA before you graduate. We offer summer employment programs specifically designed for high school and college students who are interested in exploring transportation as a career choice. Once you are a member of the FTA team, a variety of educational opportunities for personal growth and professional development are available to you. In addition to traditional training and education, FTA offers more than 1,800 online courses through the Transportation Virtual University. And FTA employees may use up to 8 hours a month to pursue their educational interests. FTA also offers tuition support for job-related and continuing education courses.



**Competitive Compensation and Benefits:** A family-friendly environment, combined with competitive salaries and benefit packages, and student loan repayment, make FTA a great place to work. Salaries are based on a 40-hour work week, and are determined by education and experience. Promotional opportunities and incentive awards are available to those who perform well, and individuals can advance rapidly in both responsibility and salary.

**Benefits increase with time in service, and the benefits available to entry-level employees are incomparable!**

**Leave.** A new employee earns 13 days of paid vacation and personal leave each year,



13 days of sick leave annually, and gets 10 paid federal holidays.

**Insurance.** A variety of group health insurance plans with premiums partially paid by FTA. Term life insurance, with coverage based on salary is available, with the cost shared by FTA.

**Retirement.** New hires are covered under the Federal Employees' Retirement System (FERS), a three-tier retirement plan composed of social security benefits, FERS basic benefit, and the Thrift Savings Plan, a tax-deferred savings plan similar to a 401(k).

FTA employees also enjoy a smoke-free workplace, employee wellness programs, credit union membership, child-care benefits, and – of course – **transit benefits!**

## WHO SHOULD APPLY

FTA offers a variety of transportation career choices that will utilize your education and experience in engineering, planning, accounting, public policy, budget and finance, law, economics, and information technology. We seek employees who are skilled writers; who can analyze and evaluate data and information; who communicate effectively; and who can analyze and interpret policy and program requirements. Current openings are posted on our website at [www.fta.dot.gov](http://www.fta.dot.gov) or at [www.usajobs.gov](http://www.usajobs.gov).

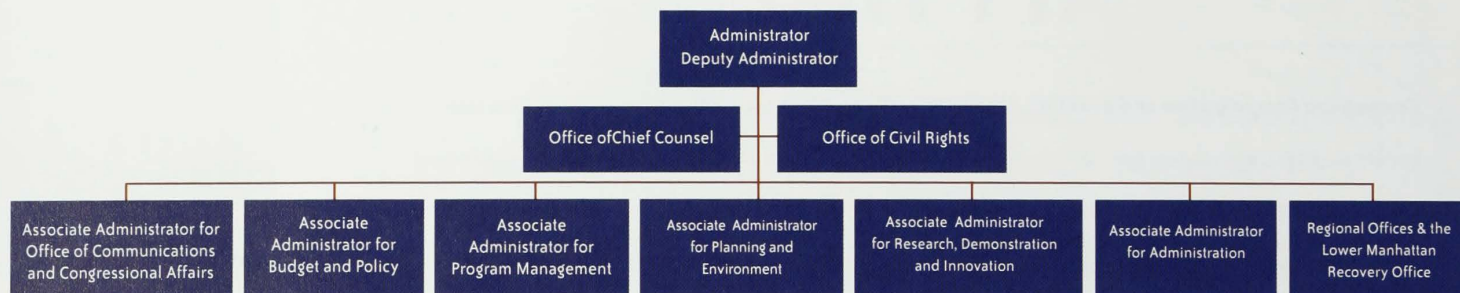
**Take a look, talk to our staff, and get to know us. Then make FTA your employer of choice!**





# Federal Transit Administration Program Areas

## FTA ORGANIZATION CHART



### Office of Administration

The Office of Administration develops and oversees comprehensive programs to meet FTA's administrative and management support requirements in the following areas: organization and management planning, information resources management, human resources, contracting and procurement, and administrative services.

### Office of Budget and Policy

The Office of Budget and Policy is responsible for policy development, budget formulation and execution, strategic and program planning, program evaluation, financial systems, and accounting. The Office implements and manages the overall policy process within FTA, provides policy direction on legislation, and drafts and coordinates rulemakings. The Office manages the development and implementation of FTA's strategic plan and performance measurement initiatives, including coordinating within FTA the President's Management Agenda. The Office conducts program evaluations and formulates and justifies FTA's budget to the Office of the Secretary, the Office of Management and Budget, and Congress. The Office provides a full complement of accounting services, including monthly financial statements and ensures that funds are expended in accord with appropriations laws and regulations, consistent with good financial management practices and requirements.

### Office of the Chief Counsel

The Office of the Chief Counsel, with a diverse and talented legal team in headquarters and in the regions, provides representation and legal advice on a wide-range of highly visible national issues. The legal team supports the development and implementation of FTA's programs with the highest quality of legal services to the Administrator and FTA offices. The Office of the Chief Counsel strives to advance FTA's goals in support of public transportation services. Our lawyers are heavily engaged in grant issues involving over 600 grantees. The legal team also writes and reviews proposed regulations and legislation affecting significant issues of mass transit across the nation. Lawyers also play a key role in representing the agency before civil courts and administrative agencies in defense of agency positions and to enforce statutory and regulatory mandates. The Office of the Chief Counsel works to ensure that the agency upholds the highest standards of ethics.

### Office of Civil Rights

FTA's Office of Civil Rights is responsible for all civil rights functions and equal opportunity initiatives by all recipients of FTA assistance, and ensures nondiscrimination in the receipt of FTA benefits, employment, and business opportunities. This includes the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973, the Disadvantaged Business Enterprise program, and Title VI of the Civil Rights Act of 1964. The Office of Civil Rights provides advice and counsel to the Administrator on all internal agency and external grant program issues that have potential civil rights implications, investigates complaints, conducts compliance reviews, and provides technical assistance to members of the public, the transit industry, and State and local government agencies.

### Office of Planning and Environment

The Office of Planning and Environment has three core areas of responsibility: (1) it administers a national program of financial and technical assistance to transportation planning agencies to ensure a sound planning basis for projects and activities supported by FTA capital assistance grants to transit agencies; (2) it conducts a national evaluation and rating of major capital transit fixed guideway project proposals leading to the Administration's annual New Starts funding recommendations; and (3) it administers the compliance of the transit industry with federal laws and regulations protecting the human and natural environment, including the National Environmental Policy Act, the Clean Air Act, the National Historic Preservation Act, and numerous others. This office also supports the

FTA regional offices in conducting oversight of State and metropolitan transportation planning processes and in providing guidance and technical support to improve the effectiveness of transportation decision-making in the areas of financial analysis, public involvement, travel forecasting, and environmental impact assessment.

### Office of Program Management

The Office of Program Management administers a national grant program that supports public transit service in major metropolitan areas, smaller cities, and rural areas. The office implements authorizing and annual appropriations legislation by apportioning funds, developing program guidance, directing oversight activities, and supporting implementation of the transit programs through the FTA Regional offices. The office provides engineering and oversight support for the construction of new subways and light rail systems. The office manages programs that enhance transportation services for individuals with disabilities, older adults, and people with lower incomes and coordinates with other Federal agencies. The Office of Program Management also promotes transit system safety and security through technical assistance, training, and information dissemination.

### Office of Communications and Congressional Affairs

FTA's Office of Communications and Congressional Affairs is the agency's lead office for media relations, public affairs, and Congressional relations, providing quick response support to the agency, the public, and Members of Congress on a daily basis. The office distributes information about FTA programs and policies to the public, the transit industry, and other interested parties through a variety of media. This office also coordinates the Administrator's public appearances and is responsible for managing correspondence and other information directed to and issued by the Administrator and Deputy Administrator.

### Office of Research, Demonstration and Innovation

The Office of Research, Demonstration and Innovation plays a significant role in delivering solutions that improve public transportation. FTA's research program delivers new operational methods and technologies that enable transit agencies to improve transit service delivery. As a result, many transit agencies across the country are now implementing best practices and state-of-the-art technologies that are increasing transit ridership, improving safety and emergency preparedness, improving capital and operating efficiencies, and protecting the environment and promoting energy independence.

### Regional Offices

FTA has 10 regional offices located throughout the United States. These offices serve as the primary point of contact for grantees and management of FTA's grants. The Regional Offices work closely with the Office of Program Management and the Office of Planning and Environment in the development, management, and implementation of FTA's programs.

### The Lower Manhattan Recovery Office

The FTA Lower Manhattan Recovery Office's was established to carry out President Bush's promise to help New York City "come back and come back strong" after the terrorist attacks of September 11, 2001. The office administers a project development and oversight program for the more than \$4.5 billion of capital investment funds that have been made available to assist in the recovery and rebuilding of the city's transportation infrastructure. Providing 100 percent of the funding for projects to rebuild subways, restore stations, and make important improvements to the transportation infrastructure of Lower Manhattan, FTA has used this unique opportunity to find new ways of doing business that both speed recovery and protect the interests of taxpayers.



## Regional Offices

### Federal Transit Administration Regional and Metropolitan Offices

**Headquarters**  
Federal Transit Administration  
400 7th Street, SW Washington, DC 20590

### Metropolitan Offices

**New York Metropolitan Office**  
One Bowling Green  
Room 428  
New York, NY 10014-1415

**Philadelphia Metropolitan Office**  
1760 Market Street  
Ste. 903  
Philadelphia, PA 19103-4124

**Washington Metropolitan Office**  
Federal Transit Administration  
1990 K Street, NW, Ste. 510  
Washington, DC 20002

**Chicago Metropolitan Office**  
200 West Adams Street  
Ste. 2410 (24<sup>th</sup> Floor)  
Chicago, IL

**Los Angeles Metropolitan Office**  
201 N. Figueroa, Ste. 1460  
Los Angeles, CA 90012

#### Region 1

Transportation Systems Center  
Kendall Square  
55 Broadway, Ste 920  
Cambridge, MA 02142-1093  
**Areas served:** Maine, New Hampshire, Mexico, Vermont, Massachusetts, Rhode Island, Connecticut

#### Region 2

One Bowling Green  
Room 429  
New York, NY 10004-1415  
**Areas served:** New York, New Jersey, U.S. Virgin Islands

#### Region 3

1760 Market Street  
Ste. 500  
Philadelphia, PA 19103-4124  
**Areas served:** Pennsylvania, Virginia, Utah, West Virginia, Delaware, Maryland, District of Columbia

#### Region 4

Atlanta Federal Center  
Ste. 17T50  
61 Forsyth Street, SW  
Atlanta, GA 30303  
**Areas served:** North Carolina, Kentucky, Tennessee, South Carolina, Alabama, Islands-Georgia, Florida, Mississippi, Puerto Rico

#### Region 5

200 West Adams Street  
Ste. 320  
Chicago, IL 60606  
**Areas served:** Illinois, Minnesota, Ohio, Wisconsin, Indiana, Michigan

#### Region 6

819 Taylor Street  
Room 8A36  
Fort Worth, TX 76102  
**Areas served:** Texas, Oklahoma, Arkansas, Louisiana, New Mexico

#### Region 7

901 Locust Street  
Ste. 404  
Kansas City, MO 64106  
**Areas served:** Iowa, Kansas, Nebraska, Missouri

#### Region 8

12300 West Dakota Ave., Suite 310  
Lakewood, CO 80228-2583  
**Areas served:** Montana, Wyoming, South Dakota, North Dakota

#### Region 9

201 Mission Street  
16th Floor  
San Francisco, CA 94105  
**Areas served:** California, Arizona, Nevada, Hawaii, Guam, American Samoa, Northern Mariana Islands

#### Region 10

Jackson Federal Building  
915 Second Avenue, Ste. 3142  
Seattle, WA 98174-1002  
**Areas served:** Washington, Oregon, Idaho, Alaska

### Lower Manhattan Recovery Office

One Bowling Green  
Room 436  
New York, NY 10004-1415



U.S. Department of Transportation  
Federal Transit Administration

## How To Apply

So you want to launch your public service career with FTA?

Its simple: to get started, you need your resume and a computer with Internet access. To locate and apply for FTA vacancies go to the DOT Careers in Motion website by clicking on <https://jobs.quickhire.com/scripts/dot.exe> and follow the instructions for new and registered users.





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**Federal Transit Administration**

Office of Human Resources

400 7th Street SW

Washington, DC 20590

Telephone: 202-366-7890

Fax: 202-366-7890

[www.fta.dot.gov](http://www.fta.dot.gov)