



JOB ANNOUNCEMENT for the position of

TRANSIT PROGRAM MANAGER

SALARY RANGE: \$6,702 - \$8,147

FINAL FILING DATE: 5:00 P.M. – MONDAY, MARCH 16, 2015

Oral Interviews are tentatively scheduled for Thursday, March 26, 2015

Benefits: **PERS Retirement dependent on employment status at time of hire**
Employer paid health insurance, dental, vision, and life insurance
Holidays, Vacation and sick leave, FLSA-Exempt

SUMMARY OF RESPONSIBILITIES:

The current opening for **Transit Program Manager** will provide support to the Executive Director and will manage, coordinate and implement the Intercity Taxi Scrip/Para-transit program and assist with STA transit projects, and studies. The Intercity Taxi Scrip program provides transportation service for people with disabilities between the cities within Solano County. The Transit Program Manager is responsible for ensuring that the service meets all requirements of the Americans with Disabilities Act (ADA) in terms of equivalent service for fixed routes, para-transit and taxi industries. An understanding of transportation programs and Federal and State regulations governing public transportation and grant funding sources is required. The Transit Program Manager must be a motivated self-starter with excellent organizational and communication skills, have a positive attitude, and be a flexible team player who enjoys a fast-paced and challenging environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending on assignment, duties may include, but are not limited to the following:

- Manages and monitors multiple contracts and transit agreements.
- Coordinates and works cooperatively with FTA, Caltrans, and other transit operators on a variety of transit and para-transit issues.
- Manages and provides staff support for transit and para-transit services within Solano County.
- Manages the agency's role in transit related programs and projects.
- Develops policies and procedures and submits updates as needed.
- Assists in the coordination and administration of federal, state, and regional grant funds.
- Acts as a liaison on various advisory groups and committees.
- Manages organization of special transit events, and develops and distributes public information materials.
- Develops proposals and assists in the selection of project consultants and coordinates contract documents.
- Coordinates and tracks programs through in-house resources or consultants by tracking service performance, measures of service quality, identifies market trends and makes recommendations for corrective action as needed.

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- Ensures that service meets all requirements of the Americans with Disabilities Act (ADA) in terms of equivalent service (not ADA complementary para-transit requirements).
- Develops and manages budgets and expenditures; coordinates responses to projected shortfalls.
- Prepares reports and presentations for STA Board meetings, other meetings and programs.
- Performs other related duties as assigned.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that would likely provide the required knowledge, skills and abilities as listed below is qualifying. A typical way to obtain the required knowledge, skills and abilities would be a minimum of four years of increasingly responsible experience with a minimum of two years in the areas of transit or transportation operations, or a closely related field. A four-year college degree in transportation, planning, business administration or a related field is required.

KNOWLEDGE AND SKILLS:

In addition to the experience and education described above, the ideal candidate will be:

- Knowledgeable of transportation programs and regulations, including but not limited to, the Americans with Disabilities Act (ADA);
- A strong leader and team player with positive energy;
- Understanding of the public process;
- Understanding of grant funding processes;
- Effective in developing and maintaining cooperative relationships with multiple stakeholders, including other employees, representatives of various public and private agencies, and the general public;
- An excellent communicator (both oral and written);
- An effective listener who is able to build consensus;
- Able to work with and complement existing staff;
- Flexible, unbiased and a person of high integrity;
- Committed to customer service;
- Effectively able to manage assigned operations and work tasks;
- Analytical and capable of administering complex work programs;
- Able to prepare clear, concise and accurate project reports, correspondence and other written documents;
- Able to identify problems with data and reports and develop appropriate solutions;
- Proficient in using various software for documents, presentations, and data analyses.

ABILITY TO:

- Work cooperatively as a team member and a variety of representatives of the public;
- Work with minimum supervision;
- Interact courteously and tactfully;
- Manage multiple priorities;
- Give clear instructions;
- Perform other duties as assigned.

PHYSICAL DEMANDS: While performing this job, the employee is regularly required to sit for extended periods of time; may require walking for short periods; may require occasional bending, stretching, reaching, twisting, kneeling, squatting, and extension of the arms; reach at and above shoulder level; generally inside work with occasional outside work with exposure to weather, odors, dust and pollen; lifting and/or carrying of light to moderate equipment/supplies; hand and finger dexterity

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sufficient to operate computer keyboard for extended periods of time. This classification also emphasizes speech, hearing and vision; ability to see well enough to read handwritten and typed documents and view computer monitors for extended periods of time; ability to hear well enough to communicate on the telephone and in person over office noise; ability to speak well enough to be easily understood over the telephone and in public meetings; ability to comprehend at the level required for the job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to travel to and function at scheduled external meetings and events as well as work variable hours on occasion (evenings and weekends). Able to lift 20 pounds, drive a van and handle event equipment.

DRIVING REQUIREMENTS: Driving of personal and STA vehicles is necessary as many meetings and other job-related activities will be out of the STA offices. Use of a personal vehicle is reimbursed in accordance with IRS mileage regulations. Proof of insurance of personal vehicles is required and must be maintained during employment with STA. The hire for this position must have a valid California Class C driver's license and have a satisfactory driving record such that the employee is eligible for coverage by STA's insurers. All new hires will be subject to an initial DMV "pull notice" check and, following employment, annually thereafter.

APPLICATION PROCESS:

A completed **Solano Transportation Authority (STA) Employment Application** must be submitted to Human Resources at One Harbor Center, Suite 130, Suisun City, CA 94585. **Applications must be received not later than 5:00 pm on Monday, March 16, 2015.** Additional information regarding the application and job description can be found online at www.sta.ca.gov. Application packets may also be requested in-person at the above address or by calling 707-424-6075. Resumes **will not** be accepted in lieu of a completed application packet. Applications can be submitted in one of several ways: 1) faxed to the HR Department at (707) 399-3229 or 2) delivered/mailed to the Solano Transportation Authority Attn: Human Resources, One Harbor Center, Suite 130, Suisun City, CA 94585 or 3) Emailed to humanresources@sta-snci.com (this option is available through the 'submit' button at the bottom of the online application).

SELECTION PROCESS AND TENTATIVE SCHEDULE:

All applications will be reviewed for minimum qualifications and only the best qualified will be invited to continue in the examination process. The examination process may consist of a written exam (pass/fail), a practical exam and/or an oral interview. *Tentatively, the Oral Board is scheduled on Thursday, March 26, 2015 and the Department Interviews are scheduled for the week of March 30, 2015.*

A certification list will be developed for future Transit Program Manager openings and the list will be valid for up to one (1) year.

Other Important Information:

It is important that your application show all the relevant education and experience you possess.

Resumes submitted in lieu of an application will not be accepted. Applications may be rejected if incomplete or not signed.

If you believe you may need accommodations during the testing process, please contact Human Resources at (707) 424-6075. Requests for accommodations must be received no later than five (5) calendar days after the final filing date for the recruitment.

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If the recruitment requires documents to be submitted with your application (certifications, DMV printout, etc), these can be submitted in one of several ways: 1) faxed to the HR Department at (707) , or 2) delivered/mailed to the Solano Transportation Authority Attn: Human Resources, One Harbor Center, Suite 130, Suisun City, CA 94585 or 3) Email to humanresources@sta-snci.com.

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