



Is accepting applications for the position of

PROGRAM SERVICES ADMINISTRATOR

FINAL FILING DATE: 5:00 P.M. – FRIDAY, MAY 6, 2016

Oral Board is tentatively scheduled for Thursday, May 19, 2016

Salary Range:	Program Services Administrator - \$5,901 - \$7,173 (COLA pending 7-1-16)
Benefits:	PERS Retirement (category dependent on PERS category at time of hire) Employer paid health, dental, vision, and life insurance Holidays, Vacation and Sick Leave

The Program Services Administrator position is a fulltime position that will focus on the **Safe Routes to School Program (SR2S)** which includes the following goals and objectives:

- Directs SR2S county wide program; monitors and reports on program progress
- Manages SR2S program funding agreements, budgets, and expenditures
- Applies for and administers grant funding for SR2S and other programs
- Analyzes and compiles monthly and additional required reports of the SR2S program activities in conformance with funding requirements
- Develops scopes of work and monitors goals for partners (such as, Solano County Public Health, Public Safety Enforcement agencies and SR2S program participants)
- Manages Safe Routes to School staff and program event activities
- Develops and implements SR2S marketing products and website outreach information
- Coordinates and facilitates SR2S meetings between staff, partners and consultant
- Represents the Authority at SR2S meetings and other program committees

SUMMARY OF RESPONSIBILITIES:

The Program Services Administrator will provide support to the Program Services division and its programs. This will include developing, coordinating, facilitating and presenting to outside organizations as well as internal committees and the Board. The incumbent will assist the Division Manager with special projects related to the budget and funding for various programs within the department, as well as function as acting division manager, as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Be a knowledgeable resource for a wide range of alternative transportation programs
- Develops, monitors and implements agency programs
- Functions as liaison with Solano county organizations to develop, promote and implement partnerships and programs
- Identifies, secures and administers new and ongoing grant funds through local, state and federal agencies; develops grant and other funding proposals; researches, writes and reviews requests for proposals/requests for bids; assists in developing contracts, cost estimates/benefit analyses for funding justifications; determines standards for contractual compliance
- Assists in setting and monitoring division goals
- Actively participates in inter-agency projects and programs
- Manages or directs STA projects through in-house resources or through consultants
- Plans, develops, and implements goals, objectives, and priorities for assigned operations,

STA is an equal opportunity employer.

- programs, projects and functions; recommends and implements policies and procedures.
- Prepares agendas, materials and makes presentations for external organizations, internal committees, and Board meetings.
- Coordinates and facilitates staff meetings
- Tracks activities and prepares regular activity reports;
- Prepares, directs, and analyzes surveys and data for program performance assessments
- Manages and directs assigned staff
- Manages & updates files in Word, Excel, Access, and possibly other applications.
- Provides support to Program Services Division Manager and functions as acting as needed.
- Related duties as assigned.

QUALIFICATION REQUIREMENTS:

Given the issues and priorities facing the Program Services division, the incumbent must be a motivated self-starter with excellent organizational skills, a positive attitude, and a proactive approach to developing cooperative relationships with partner agencies and constituents.

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 two years of increasingly responsible experience in the areas of transit or transportation operations, or a closely related field. A four-year college degree in transportation planning, public administration, business administration, management, marketing, and or a related field is preferred.

KNOWLEDGE, SKILLS and ABILITY:

In addition to the experience and education described above, the position requires:

- Ability to work diplomatically with a wide range of individuals.
- A strong communicator (both oral and written).
- Ability to prepare and present effective public presentations.
- Self-motivated and problem-solver of complex programs.
- Strong work ethic, goal-oriented.
- Flexible, unbiased and a person of high integrity.
- Prepare clear and concise reports, including the ability to compile and analyze statistical data.
- Knowledge of Federal, State and local laws and regulations governing public transit system operations.
- Ability to prepare budgets and monitor programs in compliance with regional, state and federal grant administration guidelines.
- Knowledge of contract administration guidelines; emphasis on principles and practices of grant development and application processes.
- Proficient in Microsoft Word, Excel, and PowerPoint.
- Supervise, train and evaluate subordinate employees.

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 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

STA is an equal opportunity employer.

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 and signed Solano Transportation Authority (STA) Employment Application must be received by Human Resources at One Harbor Center, Suite 130, Suisun City, CA 94585 or email to humanresources@sta.ca.gov by **5:00 p.m., Friday, May 6, 2016**. 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. 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.ca.gov (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. Oral Board is tentatively scheduled on **Thursday, May 19, 2016**. Department Interviews are scheduled for the week of **May 23, 2016**.

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. In the event that the agency does not receive a sufficient number of qualified applicants, this position may be reopened.

If you believe you may need accommodations during the testing process, please contact Human Resources at (707) 424-6075.

Position #91034
Established: 12/13 (jsa)
Updated: 3/16 (jsa)

STA is an equal opportunity employer.