

## TRANSPORTATION PROGRAM COORDINATOR

### DEFINITION

Under general supervision of the Deputy Director of Transportation and Traffic, to coordinate the programming of local, state and federal transportation funds; to assist in the administration of recipient agency projects; to facilitate the adoption and implementation of the division's annual work program and specific transportation programs; and to perform related duties as assigned.

### CLASS CHARACTERISTICS

Transportation Program Coordinator is a single-position classification responsible for the coordination of transportation program projects from development through completion. The incumbent works closely with County staff and local, state and federal agencies to ensure the timely delivery of projects, and provides guidance to key personnel as needed to maintain program / contract compliance and to resolve complex problems and issues.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Develops the annual work program for the Transportation Division.
- Coordinates the periodic allocation of state and federal funds through various transit and Highway Administration programs.
- Coordinates and monitors compliance of assigned projects and programs with applicable laws and regulations.
- Researches, prepares and administers various grant programs, including reviewing contract provisions, audits, expenditures and performance.
- Develops and administers the capital and operating budgets for the County Public Transportation System and the Regional Transportation Planning Agency; monitors and recommends expenditures in accordance with budgetary limitations, government policies and sound fiscal management principles; prepares budget reviews and reports to senior staff on the status of budgets as required.
- Coordinates and administers the County's Transportation Development Act funding program, including the annual allocation process and the preparation of required reports and audits.
- Assists in the preparation of the Regional Transportation Plan and Regional Transportation Improvement Program updates.

- Develops and prepares periodic status reports to monitor project and program schedules, delivery and program compliance as required; analyzes data, compiles reports and maintains records that illustrate program performance.
- Develops and reviews contract documents and scopes of work for transportation projects; coordinates the review of contracts with legal counsel and risk management personnel as appropriate; administers contracts and monitors the work of contractors and consultants.
- Serves as liaison between the Transportation Division, Regional Transportation Planning Agency, recipient agencies and state and federal agencies regarding transportation program requirements and related administrative processes.
- Reviews proposed federal and state legislation; prepares written analyses of issues affecting County transportation operations.
- Collaborates with other agencies to enhance coordination efforts, eliminate or reduce redundancies, inefficient or ineffective use of resources, and overlapping review and approvals.
- Monitors documentation of public involvement, environmental and cultural resources, and other areas as appropriate for project delivery.
- Prepares staff reports and makes presentations with findings and recommendations to committees.
- Prepares updates to the Regional Transportation Planning Agency's organization and procedures manual as needed.
- Establishes and maintains effective working relationships with local, state and federal officials to support public transit and regional transportation planning functions of the County.
- Oversees the division's accounting functions.
- Assists in conducting studies to analyze the effectiveness and efficiency of division policies, procedures and work methods.
- Provides training and leadership of division staff as necessary, and in the absence of the Deputy Director.
- Receives and responds to inquiries, requests for assistance and complaints regarding division projects, policies and procedures.
- Attends meetings, seminars, conferences, etc., as appropriate to enhance job knowledge and skills.

- Represents the County and the Regional Transportation Planning Agency at various local and regional meetings as appropriate.
- Performs general administrative / clerical work as required, including but not limited to preparing reports and correspondence, entering and retrieving computer data, preparing spreadsheets, copying and filing documents, sending and receiving faxes, answering the telephone, etc.

## MINIMUM QUALIFICATIONS

### Knowledge of:

All federal, state and county laws, codes, rules, regulations and standards affecting transportation and transit programs.

County and department policies and procedures.

Vision and purposes of various agencies, councils and organizations involved in transportation planning.

State and federal funding resources for transportation and transit programs.

Philosophy, trends, principles and techniques of transportation planning programs.

Technical reporting requirements associated with planning programs.

Project bid processes and methods of contract development and administration.

Principles of budget preparation and administration.

Social, economic and financial principles and practices associated with transportation planning projects.

Modern office practices and technology, including the use of computers for data and word processing.

English usage, spelling, grammar and punctuation.

Basic principles of leadership and work review.

### Ability to:

Interpret, analyze and apply federal, state and local laws, rules and regulations, policies and procedures pertaining to division programs and services.

Develop, implement and interpret division / program goals, objectives, policies and procedures.

Interpret complex transportation projects and programs to the public.

Effectively organize and manage large or specialized transportation programs.

Establish and maintain project and program priorities and deadlines.

Understand and follow complex oral and written technical instructions.

Analyze complex problems, evaluate alternatives and make sound recommendations in support of goals.

Exercise sound, independent judgment within general policy guidelines.

Establish and maintain effective working relationships with those contacted in the course of the work.

Represent the County effectively in meetings with others and make presentations to various groups.

Communicate clearly and concisely, both orally and in writing.

Independently research, prepare and maintain a variety of clear, concise technical reports, correspondence and other written materials.

Prepare and administer budgets.

Prepare, verify, analyze and reconcile complex fiscal records, reports and recommendations.

Interpret written and numerical data accurately.

Perform required mathematical computations with accuracy.

Effectively use computers for word and data processing.

Provide effective staff training, leadership and work direction as required.

Education:

A Bachelor's degree from an accredited college or university with major coursework in business, public administration or a closely related field.

Experience:

Two years of increasingly responsible experience in transportation systems, public works, planning, administrative analysis or a related field.

Substitution:

Experience in transportation systems, public works, planning, administrative analysis or a related field may be substituted for the required education on a year-for-year basis to a maximum of two years.

Other Requirements:

Must possess a California driver's license and have a satisfactory driving record.