



WORKING TITLE: TRANSIT PROGRAM COORDINATOR	CLASSIFICATION: PROGRAM COORDINATOR
DEPARTMENT: ADMINISTRATION	DIVISION: TRANSIT
PAY RANGE: OPEU 16	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: SEPTEMBER 2020

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

The Transit Program Coordinator assists the Yamhill County Transit (YCT) Transit Manager in daily tasks including administrative, program delivery, operations, financial, and grant management. Assists with gathering data and data entry, financial report preparation, preparation of reports for local, state, and federal financing programs and services, maintains records, and assists in responding to requests for information. Provides daily administrative and office support. Performs other necessary administrative tasks and related work as required by the Transit Manager.

SUPERVISION RECEIVED:

Works under supervision of the Transit Manager or Department Director.

SUPERVISION EXERCISED:

May provide direction for other members of the department. May provide on-the-job training and support for new employees.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Collects and tabulates data and performs data entry for the various transit-reporting systems (i.e. OPTIS, NTD, DBE etc.). Prepares operating and capital grant reports.
- Assists Transit Manager with grant management from initial grant application preparation to grant agreement processing and grant reporting for local, state, and federal grants
- Assists with updates to federally required plans such as Civil Rights Title VI, DBE, Asset Management, Procurement etc.
- Assists with financial annual audits and federal/state triennial review audits.
- Reviews and tabulates data from transit service providers.
- Coordinates program, including assessment and evaluation of the program or project, completing reports and data management.
- Manages administrative process for the Americans with Disabilities (ADA) paratransit application process from initial receipt of application through approval.
- Performs research when necessary with guidance from Transit Manager.
- Provides support services to YCT committees and stakeholder groups.

- Assists with preparation of draft Memorandum of Understandings, agreements, grant applications, reports, contracts, performance data, and presentations with guidance from the Transit Manager.
- Assists Transit Program Coordinator and Transit Manager when necessary procurement related tasks adhering to Federal Transit Administration guidelines and the YCT and County Procurement Policies.
- Assists Transit Program Coordinator and Transit Manager to prepare, review, and process bid solicitations for contracted services.
- Prepares purchase orders and processes invoices for payment.
- Transit Program Coordinator and Grant Program Coordinator maintain fleet inventory tracking and works with appropriate staff (county, service provider and YCT manager) on fleet procurement and disposal procedures required by the County/State/FTA.
- Performs other professional and clerical duties as required by the YCTA Transit Manager.

JOB SPECIFICATION

KNOWLEDGE OF:

- Rules, laws, and policies governing public transit services.
- Modern clerical and general office principles, practices, and techniques.
- Supervisory principles and practices.
- Principles and concepts appropriate to serve transit customers and stakeholders.
- Government procurement rules and procedures.

SKILL IN:

- Communicating, both orally and in writing.
- Compiling data and preparing accurate reports.
- Planning and prioritizing work.
- Preparing grant applications and grant reporting.
- Customer service.
- Preparing procurement documents.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management and record keeping programs.

ABILITY TO:

- Read, comprehend, interpret, and apply laws, rules, regulations, and procedures for assignments.
- Perform required tasks independently or as a member of a project team.
- Understand and execute complex oral or written instructions.
- Develop and maintain effective working relationships with employees, stakeholders, providers, and community members.
- Keep accurate, detailed records and meet inflexible deadlines.
- Attend occasional meetings and events that may occur in the evenings or weekends.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from an accredited college or university with major course work in a field related to

the work of the department. Two years of work experience in the same or related field; any satisfactory equivalent combination of experience and training assuring the ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to meetings and trainings, some of which may require overnight stays. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.