

LINN COUNTY CLASSIFICATION

TITLE: SPECIAL TRANSPORTATION PROGRAM COORDINATOR

NUMBER: 514

APPROVAL ORDER NUMBER: 2022-119

PAY RANGE: 22

DATE: APRIL 5, 2022

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES: Coordinates and oversees the Linn County Coordinated Public Transit-Human Services Transportation Plan. Drafts and manages subrecipient agreements and monitors public transportation service providers for compliance. Work with and provide support to the Linn County Transportation Advisory Committee (TAC). Serve as the liaison with Oregon Department of Transportation (ODOT) Public Transit Division and advocate on behalf of the County regarding funding of public transit programs located within Linn County.

SUPERVISION RECEIVED: Works under the general supervision of the County Administrator. Frequently develops and refines own work routines and is expected to carry assignments through to completion with only unusual or complicated tasks reviewed in detail.

SUPERVISION EXERCISED: Supervision of employees is not a responsibility of positions in this classification, but a person in this classification may assign duties and assist in training new employees or clerical staff.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Oversees, manages, and coordinates the Linn County Coordinated Public Transit-Human Services Transportation Plan (Plan).
2. Monitors and provides assistance to subrecipients that are providing public transportation services under the Plan. Ensures subrecipients are complying with federal and state rules and regulations and are meeting the Plan's objectives.
3. Works with and provides support to TAC including coordinating all TAC meetings and developing and distributing agendas/packets to committee members and others as needed. Represents the County at all TAC meetings and advocates on behalf of the County where required.
4. Prepares grant applications for, and provides general administration of, ongoing transportation funding streams including, but not limited to, the ODOT Special Transportation Fund (STF) program, the Statewide Transportation Improvement Fund (STIF) program, Federal Section 5311 funding, Federal Section 5310 funding and the DD 53 Transportation Services funding where applicable. Serves as the liaison with the ODOT Public Transit Division and the DHS Office of Developmental Disabilities Services where applicable and advocates on behalf of the County.
5. Completes, submits and maintains all mandated reports and reimbursement forms, inventories of County-funded vehicles and other applications and documentation as

required by each respective funding stream. Ensures that all documentation related to the transportation services provided are maintained in accordance with both state and federal law.

6. Works with the Treasurer's Office to track funding sources and ensure payments are being done in accordance with each grant agreement. Sends all subrecipient invoices to the Treasurer on a monthly basis for payment. Submits regular written reports to the Treasurer's Office showing up-to-date grant amounts and noting any changes in the funding streams. Assists the Treasurer's Office in building an annual budget for each respective funding stream.
7. Reviews and responds to inquiries from citizens. Resolves problems and complaints appropriately. Provides assistance and information to individuals and organizations interested in utilizing Linn County transportation service providers.
8. Prepares and presents information regarding the Plan, subrecipients, and/or funding streams to the Linn County Board of Commissioners on a regular basis. Prepares Board orders when approval is required.
9. Establish and maintain positive relationships and partnerships with area public transportation providers, as well as, state and federal partners.
10. Develops and maintains effective, harmonious and reasonable working relationships with others including, but not limited to, Linn County employees, transportation service providers and other governmental agencies that are involved with or affected by public transportation in Linn County.
11. Maintains regular and predictable work attendance and complies with all applicable Linn County policies.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Working knowledge of laws, rules, policies and practices regarding public transportation including, but not limited to, ORS 391, OAR Chapter 732, the ODOT "Special Transportation Fund Program Guidebook", Title VI of the Civil Rights Act of 1964, the regulations of the United States Department of Transportation (49 CFR 21, Subtitle A), FTA regulations in both 49 CFR 26 and 49 CFR 27 and any other applicable federal regulations including the requirements contained in

the FTA Certifications and Assurances. Ability and skill to interpret and apply statutes, rules, regulations, ordinances and County policies and procedures.

Ability to communicate effectively, both orally and in writing; proficient at operating various computer hardware and software systems and other technology where applicable including Microsoft Office products and any applicable state or federal software program; ability to relieve a chief administrative official of administrative details with minimum supervision and with only general direction; effective communicator with good public speaking and presentation skills; and, ability to maintain the confidentiality of information.

EXPERIENCE, EDUCATION AND TRAINING: Equivalent to a Bachelor's Degree from an accredited agency in the field of business, public transportation, public administration, or related field and four (4) years of increasingly responsible experience in transit services, transit administration or other related fields. Any satisfactory combination of experience and training which demonstrates the ability to perform the duties described herein may be acceptable. A Master's Degree in public administration, public transportation or related field is preferred.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: This is a remote work position. Individuals are expected to provide their own appropriate work area and equipment including a desk, chair and personal vehicle. A computer, printer and related peripheral devices will be provided by the employer. Work is generally performed indoors in an office environment. Work requirements include the ability to remain in a stationary position 60 percent of the time and occasionally move about the office to access and use office machinery and engage with County employees and members of the public; continually operate office computers and other office machinery such as phones and printers; frequently communicate with County employees and members of the public to exchange information. Must be able to occasionally work out of the office in the field requiring the ability to traverse properties in various states of repair and having uneven and slippery terrain including, but not limited to, residential, unimproved, industrial and commercial properties. Field work will occasionally require exposure to inclement weather conditions outdoors and to noise. Must be able to occasionally move office equipment and other materials weighing up to thirty (30) pounds.