



Transportation Commission Program Manager

Class Code:
4145

Bargaining Unit: Management

COUNTY OF SISKIYOU
Established Date: May 14, 2023
Revision Date: May 14, 2023

SALARY RANGE

\$31.63 - \$39.41 Hourly
\$2,530.40 - \$3,152.80 Biweekly
\$5,482.53 - \$6,831.07 Monthly
\$65,790.40 - \$81,972.80 Annually

DESCRIPTION:

*The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer
We welcome applicants of any race, religion, or ancestry.*

For exact salary information please refer to the current salary schedule. [County website](#)

General Statement of Duties:

Under policy direction of the Siskiyou County Local Transportation Commission ("SCLTC"), plans, organizes, coordinates and administers transportation-related functions and activities for SCLTC in accordance with the Transportation Development Act and various state and federal regulations.

Distinguishing Characteristics:

This position is responsible for policy development, program planning, fiscal management, administration, and operation of all Commission functions with support from the Department of General Services.

Reports to:

Incumbent receives policy direction from Siskiyou County Local Transportation Commission with administrative oversight by the Director of General Services.

Classifications Supervised:

None

EXAMPLES OF DUTIES:

Essential Functions:

- Plans, organizes, coordinates, and completes the work of the Commission.
- Develops and directs the implementation of Commission goals, objectives, policies, procedures, and work standards.
- Works closely with the various governing bodies, boards, and commissions, a variety of public and private organizations, and citizen groups in implementing programs and projects to solve identified problems; advises the Commission on issues and programs.
- Prepares and recommends long range plans for Commission services and programs; develops specific proposals for action on current and future Commission needs.
- Makes final interpretations and recommendations of Commission regulations and various codes and applicable laws to ensure compliance.
- Directs the preparation and administration of the Commission's annual budget.
- Represents the Commission in contacts with various governmental agencies, community groups, and various business, professional, and other organizations directly or through subordinate staff.
- Coordinates the preparation of a wide variety of reports or presentations to the Commission or other governing bodies.
- Directs the development and implementation of management systems, procedures, and the application of standards for program evaluation.
- Performs other related duties and responsibilities as directed by the Commission.
- Coordinate and integrate activities between the Siskiyou County Department of Transportation and the Commission as appropriate and necessary.

Desired Skills:

- Plan, organize, administer, and coordinate a variety of large and complex transportation-related services, projects, and programs.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Analyze complex technical and administrative transportation-related services problems, evaluate alternative solutions and implement effective courses of action.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain cooperative working relationships with the Commission, and a variety of citizens, public and private organizations, boards and commissions.
- Exercise sound, independent judgment within general policy guidelines.
- Understand and integrate a variety of transportation-related programs.
- Analyze difficult problems, develop a positive course of action, and follow through on its implementation.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Make effective public presentations.
- Represent the Commission effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with minimal direction.
- Work in a safe manner modeling correct safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Knowledge of:

- Various transportation programs including, but not limited to, the Active Transportation Program, Highway Infrastructure Program, State Transportation Improvement Program,

Overall Work Program, and State Transit Assistance.

- Transportation Development Act and the various requirements contained within.
- Administrative principles and methods, including goal setting, program and budget development and implementation.
- Principles, practices, and program areas related to the management of a public agency.
- Applicable legal guidelines and standards affecting public agency administration.
- Principles and practices of budget development and administration.
- Funding sources impacting transportation-related program and service development.
- Social, political, and environmental issues influencing program administration.
- Principles and practices of contract administration and evaluation.
- Local, regional, state, and federal laws, ordinances, and policies governing transportation issues.
- Local and regional bodies that implement laws, ordinances, and policies governing transportation issues.
- Organization and function of local, state, and federal public agencies as they relate to transportation issues.
- Meet noticing and agenda setting requirements for public meetings.

TYPICAL QUALIFICATIONS:

Experience and Training:

Any combination of training or experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying.

A typical way, but not required, to obtain the required knowledge and skills would be:

- Two (2) or more years of increasingly responsible professional-level transportation-related experience.
- Bachelor's or master's degree from an accredited college with major coursework in transportation planning, business administration, public administration or a related field is highly desirable.

Special Requirements:

- Possession of, and ability to maintain, a valid appropriate driver's license may be required.
- Maintain a satisfactory driving record.

SUPPLEMENTAL INFORMATION:

Typical Physical Requirements:

Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit, stand, walk, kneel, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 30 pound boxes, files, and

materials.

Typical Working Conditions:

Travel to different sites and locations; drive safely to different sites and locations; work protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.