

**Date Last Revised:** 12/03/2024  
**Bargaining Unit:** DG  
**FLSA:** Exempt  
**EEO:** Officials & Administrators  
**BM:** 4955

**Transportation Commission Executive Director**

*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](#).

**Definition:**

The Transportation Commission Executive Director reports directly to the Siskiyou County Local Transportation Commission (SCLTC), the Siskiyou Transportation Agency (STA), and the County Administrator. The County Administrator is responsible for providing administrative oversight. This position shall be the Executive Director of STA. This position provides executive oversight for planning and transportation functions for the SCLTC and manages public transit operations for the STA, ensuring compliance with the Transportation Development Act and relevant state and federal regulations.

This is an at-will, exempt appointed classification that will serve at the pleasure of the SCLTC, STA, and County Administrator. This classification is appointed by the County Administrator with approval by SCLTC and STA.

**Reports to:**

Siskiyou County Local Transportation Commission (SCLTC), Siskiyou Transportation Agency (STA), and County Administrator.

**Classifications Supervised:**

Transportation Services Manager and Transportation Services Coordinator

**Distinguishing Characteristics:**

This position is responsible for executive oversight, policy development, program planning, fiscal management, administration, and operation of all SCLTC functions. This position is responsible for all duties and responsibilities as stipulated within the STA Joint Powers Agreement.

**Essential Job Functions:**

- Plans, organizes, coordinates, and completes the work of the SCLTC.
- Responsible for all duties and responsibilities as stipulated within the STA Joint Powers Agreement.
- Supervises, trains, and evaluates the performance of assigned staff.

- Develops and directs the implementation of the SCLTC goals, objectives, policies, procedures, and work standards.
- Works closely with the various governing bodies, boards, and the commissions, as well as a variety of public and private organizations, and citizen groups, to implement programs and projects address identified problems; advises the SCLTC on issues and programs.
- Prepares and recommends long range plans for the SCLTC services and programs; develops specific proposals for action on current and future the SCLTC needs.
- Makes final interpretations and recommendations regarding SCLTC regulations and applicable laws to ensure compliance.
- Directs the preparation and administration of the SCLTC's annual budget.
- Directs the preparation of the STA annual budget.
- Represents the SCLTC and STA in interactions with governmental agencies, community groups, and various business, professional, and other organizations, either directly or through subordinate staff.
- Coordinates the preparation of a wide variety of reports or presentations for the SCLTC, STA, or other governing bodies.
- Directs the development and implementation of management systems, procedures, and standards for program evaluation.
- Oversees of the daily functions, operations, and activities of transit operations.
- Performs other related duties and responsibilities as directed by the SCLTC, STA, and/or County Administrator.
- Coordinates the planning, development and implementation of strategies and initiatives to improve transportation services and operations.
- Ensures that transportation services meet customer requirements, are cost-effective, and comply with all applicable regulations.
- Coordinates and integrates activities between the Siskiyou County Department of Transportation and SCLTC and STA as appropriate and necessary.

**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.
- The Transportation Development Act and its various requirements.
- Administrative principles and methods, including goal setting, program and budget development, and implementation.
- Principles, practices, and program areas related to public agency management.
- 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.
- The organization and function of local, state, and federal public agencies as they relate to transportation.
- Preparation of agendas for the SCLTC and the STA.
- Meet noticing and agenda-setting requirements for public meetings.
- Various federal and state regulations governing public transit operators.

### **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 SCLTC, STA, 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 positive courses of action, and follow through on implementation.
- Communicate effectively in writing, and orally, assimilating, understanding, and conveying information in a manner consistent with job functions.
- Make effective public presentations.
- Represent the SCLTC and STA effectively in contacts with elected officials, representatives of other agencies, and the public, even in difficult or strained situations.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments with minimal direction.
- Work safely and model correct safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

### **Typical Qualifications:**

Any combination of training or experience that provides 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:

- Three (3) or more years of increasingly responsible professional-level transportation planning experience.
- A bachelor's or master's degree from an accredited college, with major coursework in transportation planning, 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.

**Typical Physical Requirements:**

Able to use standard office equipment, including a computer and other electronic devices; perform repetitive arm, hand, finger, wrist, leg, or foot motions; grasp items firmly or lightly as needed; sit, stand, walk, kneel, and maintain sustained posture for prolonged periods; have vision to read printed materials and a computer screen; have hearing and speech capabilities to communicate in person and over the phone, and to make public presentations; lift and carry boxes, files, and materials weighing up to 30 pounds.

**Typical Working Conditions:**

Travel to various sites; drive safely to different locations; work irregular hours including evenings for meetings or participation in specific projects or programs.