

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 ~~on~~ [County website](#).

General Statement of Duties 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. The Transportation Commission Executive Director reports directly to the Siskiyou County Local Transportation Commission ("SCLTC") and the Siskiyou Transportation Agency ("STA") with administrative oversight by the County Administrator. The position provides executive oversight for various planning and transportation related functions and activities for SCLTC and public transit operations oversight for STA in accordance with the Transportation Development Act and various state and federal regulations. The position provides executive oversight for planning and transportation functions for SCLTC and overseeing public transit operations for STA, ensuring compliance with the Transportation Development Act and relevant state and federal regulations.~~

This is an ~~a~~ At-Will, exempt appointed classification and will serve at the pleasure of the Commission and Board of Directors, with administrative oversight by County Administrator.

Reports to:

Siskiyou County Local Transportation Commission, Siskiyou Transportation Agency, 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 ~~Commission~~ the SCLTC and STA functions.

Reports to:

Siskiyou County Local Transportation Commission, Siskiyou Transportation Agency, and County Administrator.

Classifications Supervised:

~~May provide lead direction to assigned staff as needed. Transportation Services Manager and Transportation Services Coordinator~~

Essential Job Functions:

- Plans, organizes, coordinates, and completes the work of the ~~Commission~~SCLTC.
- Supervises, trains, and evaluates the work of assigned staff.
- Develops and directs the implementation of ~~Commission~~the SCLTC goals, objectives, policies, procedures, and work standards.
- ~~Works closely with the various governing bodies, boards, and 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 a variety of public and private organizations, and citizen groups in implementing programs and projects to solve identified problems; advises the Commission~~SCLTC on issues and programs.
- Prepares and recommends long range plans for ~~Commission~~the SCLTC services and programs; develops specific proposals for action on current and future ~~Commission~~the SCLTC needs.
- ~~Makes final interpretations and recommendations of Commission~~SCLTC regulations and ~~and applicable laws to ensure compliance various codes and applicable laws to ensure compliance.~~
- Directs the preparation and administration of the various agency budgets.
- ~~Directs the preparation and administration of the Commission's annual budget.~~
- Directs the preparation of the Siskiyou Transportation Agency's annual budget.
- Represents the ~~Commission~~SCLTC and STA in contacts with governmental agencies, community groups, and various business, professional, and other organizations, either 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~~SCLTC, STA, and/ or other governing bodies.
- Directs the development and implementation of management systems, procedures, and standards for program evaluation.
- ~~the application of standards for program evaluation.~~
- Oversees~~the~~ 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 the organization's at transportation services meet customer requirements, are cost-effective, and are in compliance~~comply~~ with all applicable regulations.
- Coordinate and integrate activities between the Siskiyou County Department of Transportation and the SCLTC as appropriate and necessary.
- ~~Directs the development and implementation of management systems, procedures, and the application of standards for program evaluation.~~
- ~~Oversight of the daily functions, operations, and activities of transit operations.~~

- ~~— Performs other related duties and responsibilities as directed by the Commission and/or County Administrator.~~
- ~~— Coordinates the planning, development, and implementation of strategies and initiatives to improve transportation services and operations.~~
- Ensures that the organization's transportation services meet customer requirements, are cost-effective, and are following all applicable regulations.
- ~~Coordinate and integrate activities between the Siskiyou County Department of Transportation and the Commission 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 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.
- The organization and function of local, state, and federal public agencies as they relate to transportation.
- Preparation of agendas for the Siskiyou County Local Transportation Commission and the Siskiyou Transportation Agency.
- 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 and STA, and a variety of citizens, public and private organizations, boards and commissions.
- ~~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 courses of action, and follow through on ~~its~~ implementation.
- Communicate effectively in writing ~~and~~, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Make effective public presentations.
- Represent the SCLTC and STA 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 even in difficult or strained situations.
- ~~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 safely manner ~~and~~ 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.~~
- ~~Preparation of agendas for the Siskiyou County Local Transportation Commission and the Siskiyou Transportation Agency.~~
- ~~Meet noticing and agenda setting requirements for public meetings.~~
- ~~Various federal and state regulations governing public transit operators.~~

Experience and Training Typical Qualifications:

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 planning experience.
- ~~A b~~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 ~~equipment~~ devices; perform repetitive arm, hand, finger, wrist, leg, or foot motions ~~s-repetitively~~; grasp items 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; have vision to read printed materials, a computer screen, and to work in a typical office environment; have hearing and speech to communicate in person, over the ~~tele~~phone, and to make public presentations; lift and carry boxes, files, and materials weighing up to 30 pounds.
~~lift and carry 30 pound boxes, files, and materials.~~

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.

~~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.~~