



COLUMBIA COUNTY, OREGON
JOB TITLE: TRANSIT PROGRAM MANAGER
DATE: MARCH 1, 2024

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC
DEPARTMENT:	Transit	JOB CODE:	474
SUPERVISOR:	Director, Transit	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: In coordination with the Transit Director, plan, coordinate, supervise, and direct the county public transportation system. Monitor the preventative maintenance program for transit vehicles and any shared services maintenance program serviced by Transit. Advertise, promote, and communicate the capabilities of the Transit Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned. Assist in the management, coordination, and oversight of the Public Transit Program.

Develop, coordinate, and provide administration of ongoing funding streams, including grant and contract oversight.

Design bus routes and schedules, including analyzing run cutting to provide efficient, cost-effective operation of routes, and service. Prepare monthly statistical analysis of route performance, ridership, and costs.

Enforce County and Transportation Plan policies, rules, and regulations and applicable federal, state, and local laws.

Review and respond to inquiries from citizens. Resolve problems and complaints appropriately. Provide assistance and information to individuals and organizations interested in the Transit Program.

Prepare, recommend for adoption, and implement policies and procedures relating to the Transportation Plan and Program.

Stay abreast of regulations, technology, changes, trends, and the future of Public Transit systems.

Represent the county at designated public and county meetings related to Transit. Provide information on Transit Program activities and status of projects to county officials, news media, and the public.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Assist in the budget preparation process. Monitor fiscal operations of the department to remain within budgetary constraints. Research and pursue available funding options at the federal, state, and local level.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.



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SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position. This position may nominally supervise or provide guidance to administrative and operational employees.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Transit Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree in transportation, public administration, business management or related field. Three years' of increasingly responsible experience in transportation, preferably within transportation planning or transit services in the public sector. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Possession of a Commercial Driver's License is preferred. Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of issues related to transportation systems and planning. Knowledge of DOT regulations, federal and state rules and regulations relating to transit systems. Knowledge of administrative principles associated with budgeting, program planning, project management, and contract management and compliance. Basic knowledge of fleet operations, purchasing, and maintenance. Knowledge of management principles and practices of human and financial resource management.

Skill in transportation software programs and Microsoft Office products.

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgement and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.



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- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Develop and implement county transportation programs.
- Meet deadlines and work independently in cooperation with community and agency representatives.
- Find, apply for, receive, and administer a wide variety of grant funding.
- Work effectively in an environment of limited funding and high public visibility.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activities require walking, bending, stooping, and climbing.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Requires traveling throughout the county, state, and region for attendance at meetings and/or other events and attendance at evening or weekend meetings and events. Occasional field work will expose the position to various weather conditions and terrains.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***