

COUNTY OF LASSEN
JOB DESCRIPTION

CLASS TITLE:	Transportation Project Manager	CLASS CODE	PW10
DEPARTMENT:	Public Works	UNIT	MM
REPORTS TO:	Public Works Director	FLSA STATUS	NON
BOARD APPROVAL	Shannon II: June 2000/Rev 2/2005	RANGE	25

JOB SUMMARY

To plan, coordinate and manage a wide variety of County-wide, regional transportation related issues; administer and coordinate regional transportation, special transportation and aviation facility planning efforts.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Perform a wide variety of planning and coordinating activities related to County-wide, regional transportation issues.

Participate in preparation of the Federal and State funding programs; prepare grant applications for transportation operations and capital acquisition; prepare all Federal and State transportation funding claims.

Participate in the programming and tracking of road construction projects as they relate to State and Federal funding.

Prepare service contracts for operators/contractors of special transportation programs; maintain records to insure contractor compliance.

Represent the Department on the Technical Advisory Committee; develop conditions for land development.

Prepare and monitor the administration of the transportation budget.

Administer and provide overall management support for the operation of the Lassen Rural Bus System.

Research and prepare technical, administrative and financial reports and studies; prepare written correspondence, as necessary.

Represent the department to others within the County on transportation planning matters; attend State transportation meetings.

Assist with the Pavement Management System and County Maintained Road System and other transportation/road planning activities.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Equivalent to a Bachelor's degree from an accredited college or university in Business Administration, Finance or related field supplemented by courses in Regional Transportation Planning.

COUNTY OF LASSEN
JOB DESCRIPTION

Three years of responsible financial contract management with one year coordinating special transportation programs experience preferred.

Licenses and Certifications

Possess and maintain valid driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Methods and techniques of contract management including budgeting.

Principles and practices of transportation planning.

Modern office procedures, methods and computer equipment.

Ability to:

Coordinate and implement multiple transportation programs and projects.

Apply Federal and State budget and financial reporting requirements.

Operate computers and related software.

Interpret and apply relevant government codes and laws.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Manage multiple tasks; organize and manage multiple priorities.

Physical Demands and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, the employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

Work is normally performed in an office environment with occasional exposure to outdoor temperatures and conditions. May require frequent driving.