



Is accepting applications for the position of:

PROGRAM COORDINATOR I (PART-TIME)
(Current Opening Assigned as Safe Routes to School Coordinator)

18 Hours per week
Salary Range: \$22.56-\$27.41 per hour

FINAL FILING DATE – 12:00 p.m., Wednesday, October 21st, 2020*

***IMPORTANT NOTE: WHEN A SUFFICIENT NUMBER OF QUALIFIED APPLICATIONS HAVE BEEN RECEIVED, THIS ANNOUNCEMENT MAY BE CLOSED AT ANY TIME AT THE DISCRETION OF THE AUTHORITY.**

Oral Board is tentatively scheduled for the week of October 26th, 2020

The current opening will be assigned to the Safe Routes to School Program, however, a certified list will be developed for future openings. The Program Coordinator may be assigned as follows:

Safe Routes to School Coordinator provides support under the Safe Routes to School programs
or

Transportation Services Coordinator provides support to mobility, commute and rideshare programs
or

Marketing Assistant Coordinator provides administrative support to the STA marketing programs

SUMMARY OF RESPONSIBILITIES:

The Program Coordinator is responsible for providing high-quality customer service to the general public via telephone, events, employers and other community outreach. The current opening of Program Coordinator shall be assigned as a Safe Routes to School Coordinator under the Safe Routes to School program to provide information to schools within Solano County. The Program Coordinators are also responsible for various administrative and technical program support to the projects and programs of the Solano Transportation Authority (STA) via telephone, events, employers and other community outreach. Program Coordinators provide customer service using tact, discretion, and independent judgment, as well as knowledge of Authority activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Assigned as Safe Routes to School Coordinator)

- Coordinates establishment of SR2S programs at designated elementary schools in Solano County
 - Initiates contact with school principals, staff and/or PTA representatives
 - Staffs school-site parent kick-off meetings/school events
 - Coordinates and attends meetings with PTAs and principals
 - Surveys parents to determine program and volunteer interest
 - Works with school principals, staff and parents to develop walk and bike routes for SR2S Programs at designated schools
 - Creates maps with routes for SR2S from existing data using Google Maps, and other programs
 - Promotes and recruits program support from school leaders
 - Conducts parent/volunteer training utilizing SR2S Protocol Guide
 - Creates SR2S data information for reports on program
 - Maintains database of students and volunteers for walking/biking programs

- Participates in SR2S events; community events, kick-offs, safety assemblies, walk & roll events and bike rodeos (some evening and weekends)
- Administers and supports SR2S student and parent travel tally surveys
- Prepares reports, manages and updates files in Word, Excel, Access, and possibly other applications
- May perform website content updates
- Develop and present SR2S information to program stakeholders
- Performs other related duties as assigned

QUALIFICATION REQUIREMENTS:

The incumbent must be a motivated self-starter with excellent customer service and organizational skills, a flexible team player with a positive attitude, and ability to outreach and develop cooperative relationships with Authority partners including the general public, leaders, clients and staff members. Must be able to input data, track activities, prepare reports and manage files in Word and Excel with the ability to learn other applications.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that would likely provide the required knowledge and abilities as listed below is qualifying. A professional way to obtain the required knowledge and abilities would be a high school diploma with a minimum of two years of experience in customer service, sales, outreach or marketing experience. Some college preferred. Bilingual in Spanish is a plus.

KNOWLEDGE AND SKILLS:

In addition to the experience and education described above, the position requires:

- Ability to work diplomatically with a wide range of individuals
- A strong communicator (both oral and written) with ability to speak in front of group
- Ability to present ideas clearly
- Self-motivated and problem-solver, who can work independently with minimal supervision
- Strong work ethic, goal-oriented, strong leadership skills
- Committed to providing excellent customer service
- Interact cooperatively with existing staff and partners within Solano County
- Develop and maintain program materials to assist the public on a daily basis
- Ability to travel within Solano County
- Must be able to staff events, set-up event displays and materials, and interact with the public to disseminate program information
- Identify outreach marketing opportunities
- Apply strong customer service skills in a professional manner to day-to-day interactions
- Input and process database, track activities and prepare regular activity reports
- Proficient in Microsoft Suite (Word, Excel) with the ability to learn specialized computer software applications

PHYSICAL DEMANDS: While performing this job, the employee is regularly required to sit for extended periods of time; may require walking for short periods; may require occasional bending, stretching, reaching, twisting, kneeling, squatting, and extension of the arms; reach at and above shoulder level; generally inside work with occasional outside work with exposure to weather, odors, dust and pollen; lifting and/or carrying of light to moderate equipment/supplies; hand and finger dexterity sufficient to operate computer keyboard for extended periods of time. This classification also emphasizes speech, hearing and vision; ability to see well enough to read handwritten and typed documents and view computer monitors for extended periods of time; ability to hear well enough to communicate on the telephone and in person over office noise; ability to speak well enough to be easily understood over the telephone and in public meetings; ability to comprehend at the level required for the job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to travel to and function at scheduled external meetings and events as well as work variable hours on occasion (evenings and weekends). Able to lift 20 pounds, drive a van and handle event equipment.

DRIVING REQUIREMENTS: Driving of personal and STA vehicles is necessary as many meetings and other job-related activities will be out of the STA offices. Use of a personal vehicle is reimbursed in accordance with IRS mileage regulations. Proof of insurance of personal vehicles is required and must be maintained during employment with STA. The hire for this position must have a valid California Class C driver's license and have a satisfactory driving record such that the employee is eligible for coverage by STA's insurers. All new hires will be subject to an initial DMV "pull notice" check and, following employment, annually thereafter.

APPLICATION PROCESS:

A completed Solano Transportation Authority (STA) Employment Application must be submitted as directed below.

Applications must be received not later than 12:00 pm on Wednesday, October 21st, 2020, however when a sufficient number of applications are received, this announcement may be closed at any time at the discretion of the Authority.

STA will also establish a certified eligibility list for future openings for this position.

Additional information regarding the application, job description and submittal processes can be found at <https://sta.ca.gov/work-with-sta/employment-opportunities/> Employment applications may also be requested in-person by contacting the STA at (707) 424-6075.

SELECTION PROCESS AND TENTATIVE SCHEDULE:

All applications will be reviewed for minimum qualifications and only the best qualified will be invited to continue in the examination process. The examination process may consist of an assessment panel and/or an oral interview. **Tentatively, the Oral Board is scheduled for the week of October 26th, 2020. In accordance with current CoVid guidelines, interviews will be done virtually by Zoom, Skype or Facetime. If you are unable to interview under this criteria, please contact STA at 707-424-6075 for special consideration for alternatives.**

Other Important Information:

It is important that your application show all the relevant education and experience you possess. **Resumes submitted in lieu of an application will not be accepted. Applications may be rejected if incomplete or not signed.**

If you believe you may need accommodations during the testing process, please contact Human Resources at (707) 424-6075. Requests for accommodations must be received no later than five (5) calendar days before the oral board date on the recruitment.