



Is accepting applications IN-HOUSE for the position of:

## **PROGRAM COORDINATOR I (FULLTIME)**

*(The current opening will be assigned to the Safe Routes to School Program. Successful candidates will be added to a certified eligibility list for this opening and any future openings.)*

This position will assist the Assistant Program Manager and the Safe Routes to School staff to accomplish the goals of the program by assessing and developing strategies, solutions, and ideas. This position will prepare agendas and make presentations to the board, committees, and the public. The successful candidate must have great communication skills (both oral and written) and be able to work with staff, consultants and outside agencies to schedule events to gather input to promote the program.

**Salary Range: \$4,092 - \$4,972 per month**

**Benefits include PERS retirement, health, dental, vision, life insurance, vacation and sick leave**

**FINAL FILING DATE – 12:00 p.m., Tuesday, May 16, 2023\***

**Oral Board is tentatively scheduled for the week of May 22, 2023**

**Safe Routes to School Coordinator provides support to the Safe Routes to School 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)*

- Assist in establishing SR2S programs at designated elementary, middle and high 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
- Assist in creating 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



**APPLICATION PROCESS:**

To apply for this opportunity, please visit the STA website and download an application at: <https://sta.ca.gov/work-with-sta/employmentopportunities/>

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 Tuesday, May 16, 2023. Please submit to Human Resources at 423 Main Street, Suisun City, Ca 94585 or email to [humanresources@sta.ca.gov](mailto:humanresources@sta.ca.gov).**

**STA will also establish a certified eligibility list for future openings for this position in any category.**

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 May 22, 2023.**

**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.