



Is accepting applications for one (1) position in the Programs Department under Mobility as a:

## **PROGRAM COORDINATOR I/II (FULL-TIME POSITION)**

**(May be filled at either level depending on qualifications)**

The current position will be assigned to the Solano Mobility division. This position involves assisting with Mobility and Commuter programs, events, and community outreach. Also responsible for conducting surveys and developing databases, procedures, and protocols. Some of the primary assignments under Solano Mobility and Commuter programs include providing alternative transportation options and outreach efforts at various community events, community-based organizations, partner agencies, and stakeholders.

**Salary Range: PC I \$4,471 - \$5,433 per month**

**PC II \$4,694 - \$5,706 per month**

**STA offers flexible schedules and a generous benefit package:**

**CalPERS retirement, deferred compensation, paid health, dental, vision, and life insurance**

**Holidays, Vacation (10 days per year), and Sick Leave (12 days per year)**

### **SUMMARY OF RESPONSIBILITIES:**

The Program Coordinator is responsible for providing high-quality customer service to the general public via telephone, events, partner agencies and community outreach. The Program Coordinator is also responsible for various administrative and technical program support to the projects and programs of the Solano Transportation Authority (STA) within Solano County via telephone, events, partnerships, and other community outreach. Maintains customer service and communication contacts with partner agencies, using tact, discretion, and independent judgment, as well as knowledge of Authority activities.

### **FINAL FILING DATE:**

**5:00 p.m., Tuesday, September 9th, 2025**

***\*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 September 15<sup>th</sup>, 2025**

**The current openings will be assigned under the Programs Department – Mobility**

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### ***(Assigned as Mobility Services Coordinator)***

- Coordinates the implementation of Solano Mobility programs, such as the Commuter and Rideshare programs.
- Assists staff and consultants in development of databases, procedures, and protocols.
- Monitors, maintains, and provides information and materials to the general public, seniors, low income, and individuals with disabilities regarding program criteria, including alternative transportation information.
- Works to identify outreach opportunities by interacting with private and public organizations cooperatively to promote Solano Mobility and commuter programs.
- Prepares and conducts presentations at events and represents STA at meetings regarding transportation programs, such as Bay Area Transportation Demand Management, TAC Bike to Wherever Day, and other community events.
- Assists with event promotions including set-up, staffing, displays, and materials.
- Supports and updates websites and social media platforms, and content management systems for programs.
- Applies strong customer service skills in a professional manner on day-to-day interactions.
- Builds and maintains positive working relationships with co-workers, other Agency employees, and the public using principles of good customer service and leadership.
- Interacts and presents program information to consultants, partners, and stakeholders, as well as the general public.
- Develops and updates website and social media.
- Processes transactions for commuter programs.
- Provides assistance to the Department Director, Solano Mobility Coordinators, and other STA staff as needed.
- 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, community 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 (2) years of experience in customer service, sales, outreach, or marketing experience. A Bachelor's Degree is 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 various groups.
- 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 other specialized computer software applications.

CALIFORNIA HAS:



### APPLICATION PROCESS:

To apply for this opportunity, please visit the STA website at:

<https://sta.ca.gov/work-with-sta/employment-opportunities/>

Or click the QR code:



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

**Applications must be received not later than 5:00 p.m. on Tuesday, September 9, 2025; however, when a sufficient number of applications are received, this announcement may be closed at any time at the discretion of the Authority.**

**You may also mail or submit in person the completed application materials to:**

**Attn: STA - Human Resources  
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.**

### 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 interview or 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.

STA an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

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