

TRANSPORTATION PROGRAM SPECIALIST 3

KIND OF WORK

Advanced professional transportation program administration work

NATURE AND PURPOSE

Under limited supervision/procedural control, employees in this class coordinate a technical or administrative transportation-specific program with department-wide impact. The position is responsible to perform technically complex work to develop, implement, coordinate, analyze and maintain transportation related programs; conduct analysis and makes decisions in areas where there is little or no established precedent and/or informational resources; may provide lead work direction and/or technical guidance and training to other program specialists occasionally.

This designation is distinguished from the journey Transportation Program Specialist 2 classification by broader program administration responsibility and authority and enhanced applied program knowledge and expertise. At this level, the employee is the principal administrator of a medium-sized agency-wide program with influence on major policy and procedure decisions.

This class is used with class options.

EXAMPLES OF WORK

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

Administer agency-wide transportation programs and analyze outcomes to monitor results and/or determine future transportation needs; work directly with local, regional and state officials to discuss, plan and organize specific program operations and recommend solutions.

Coordinate a regional transportation program; develop relationships, encourage participation and collaboration; plan, implement and monitor events, projects and education programs. Act as administrative coordinator for a regional steering committee; develop structure and monitor progress.

Conduct regional or department-wide needs assessment; collaborate with supervisors and/or employees; coordinate and conduct the process, analyze and assess results, determine or conduct the follow-up process.

Interpret and analyze governmental regulations, rules, policies and procedures to determine compliance with program requirements; approve or deny requests regarding agency-wide transportation program service delivery; communicate information to clients regarding program criteria.

Provide department-wide leadership and coordination in a program area; provide expert level advice and consultation at all levels of the organization to ensure understanding of applicable laws and/or policies; review, consolidate, and/or revise departmental policy relevant to program area.

Design reports; analyze and interpret data using electronic reporting and other data warehouse tools to ensure the accurate data is maintained and data is readily accessible, internally and externally; provide data to ensure compliance with federal, state and management requirements or expectations.

Create, design and develop communication materials regarding agency-wide program(s); determine distribution audience and methods; provide information regarding the goals, objectives and services of a program; administer various programs and projects to create agency awareness and participation.

Conduct the consultant acquisition process; ensure contracts are prepared in accordance with laws, policies and procedures; administer proposal review and consultant selection process; facilitate negotiation meetings; administer execution of the contract; review and administer invoicing and payment; reconcile any disputes; process amendments.

Manage and coordinate project schedules so that project costs, dates and schedules are maintained; assist with analysis to determine required lead times; coordinate program review meetings with project managers; resolve project scheduling problems; prepare final project reports.

Develop and present program or project budget and manage communication with finance/accounting staff to ensure compliance and accountability with funding allocations; hold periodic update discussions to ensure program operates within budget and meets funding needs; work collaboratively with fiscal and admin services manager in developing funding requests for program.

Performs related work as required.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Federal and state laws, policy, procedure, rules, regulations and standards to effectively coordinate an agency-wide transportation program.

A technical transportation program area, including equipment, materials or procedures, sufficient to provide expert level evaluations and/or recommendations.

Database management, data collection, analysis and reporting methods sufficient to effectively compile, review, evaluate data and recommend outcomes of transportation programs
Transportation programs and administrative procedures sufficient to serve as a technical expert before agency policy committees, legislative committees and other public forums.

Principles and practices of program or project management sufficient to establish goals and timetables, clarify expectations, evaluate results and negotiate for resources.

Governmental budgeting process sufficient to assess and identify funding needs or issues and demonstrate relevance to the transportation program requirements.

MS Office applications sufficient to produce and manage data, documents, spreadsheets, presentations and reports.

Skill in:

Human relations sufficient to effectively lead or guide staff or customers to understanding and cooperation in competing relationships and/or agendas.

Ability to:

Utilize advanced statistical tools to conduct qualitative and quantitative analysis sufficient to identify comparables, provide alternatives, measure compliance and evaluate program results.

Communicate orally and in writing sufficient to organize information and provide complex subject matter to a variety of audiences.

Organize work efforts and keep accurate records sufficient to handle multiple projects simultaneously.

LEGAL OR LICENSURE REQUIREMENTS

May require possession of a valid Class D driver's license

Established: 9/94

Revised: 4/14

T.C.:

Former Title(s):