

**Sunset Empire Transportation District
Job Description**

Transportation Options Program Specialist

Position Overview

The Transportation Options Program Specialist will continue to develop and implement a Transportation Options (TO) program in the tri-county region of Clatsop, Columbia, and Tillamook Counties. The TO Program Specialist will also lead the ODOT GET THERE campaign in Clatsop, Columbia, and Tillamook Counties each year.

Reporting Relationships

The Program Specialist reports to the Executive Director.

Essential Job Duties:

1. Develop a multi-modal transportation program to be implemented in Columbia, Tillamook and Clatsop County.
2. Provide and assist with the research of transportation option plans and programs within Columbia, Clatsop and Tillamook counties.
3. Develop and implement program outreach and education which include conducting transportation mode surveys, organizing meetings with employers and community groups, and events to present the program, and carry out related mode specific activities.
4. Research and write grants for programs associated with TO.
5. Help establish and communicate the strategic vision and creative plan for outreach of the program.
6. Responsible for meeting performance measures as put forth by ODOT's TO Plan through the implementation of the program.
7. Manage the regional network in Get There as an administrator to increase user participation.
8. Develop partnerships with businesses, local community groups, advocacy groups, municipalities and the neighboring Transit Districts (Columbia and Tillamook Counties) to help build interest in the program.
9. Attend training and classes and meetings as directed.
10. Prepare presentations, reports and outreach materials.
11. Other duties as requested.

Qualifications

1. Education-High School Diploma or GED
2. Preferred Education- 1- 2 years' college i.e. business, communications, program management, or marketing.
3. Valid driver's license.
4. 2 years' experience in customer service
5. Proficient in Microsoft Office Suite, Excel, and Publisher.
6. Ability to carry out instructions furnished in written or oral form and meet deadlines
7. Ability to do public speaking and presentations in group or meeting settings.
8. Energetic and highly motivated and can work independently.

Working Environment

The Transportation Options Program Specialist works primarily outside of the office in the local communities of Clatsop, Columbia, and Tillamook counties. Limited time will be spent in an office setting.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____