



## CITY OF SANDY JOB DESCRIPTION

---

**POSITION TITLE:** Transit Program Administrator  
**DEPARTMENT:** Transit  
**FLSA STATUS:** Non-Exempt  
**SALARY RANGE:** F  
**REPRESENTATION:** None

### **GENERAL POSITION SUMMARY:**

This position is responsible for a wide range of duties that support the work of the Sandy and Mt. Hood Transit Services. Responsibilities include, but are not limited to; public contract, coordinating special programs and events, writing documents and reports, and understanding government regulations in the development of policies and procedures. Incumbents are expected to function with considerable independence and have a broad latitude in exercising independent judgement with the framework of existing transit policies and procedures.

### **ESSENTIAL JOB FUNCTIONS:**

- Compile data required for completion of fiscal and grant reports, including tracking performance measures.
- Conduct semiannual rider surveys and compile results for analysis.
- Conduct research and analysis associated with policy and program development.
- Work with contractor for operational issues requiring county input.
- Coordinate and/or create marketing activities, including literature production/distribution, flyers, ads, and public notices.
- Assist with completion of grant applications and other activities designed to promote long term stable funding.
- Work with Sandy and Hoodland area businesses to promote ridership and to effectively communicate service needs and upcoming changes.
- Assist with the planning and coordination of events.
- Oversees the management of transit tax procedures and audits.
- Provide staff support to the Mt. Hood Transportation Alliance, including taking minutes and following up on action items.
- Work with and oversee the front desk activities and questions.
- Oversee Mt. Hood Express services, park and rides, and general questions.
- Maintain and update website, and respond to information requests.
- Understand legal documents; follow written and/or oral instructions.
- Participate in required training programs and staff meetings.
- Maintain awareness of current transit legislation.
- Perform other duties as required.
- Establish and maintain positive working relations with coworkers, citizens, the general public, and other agency staff.



**JOB SPECIFICATIONS:**

Bachelor's Degree from accredited college or university, preferably in public administration, business, or a closely related field. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities will be considered. Education or experience in transit, transportation or planning is preferred.

**Necessary Knowledge, Skills and Abilities:**

- Intermediate knowledge of current transit legislation.
- Intermediate knowledge of geographic service district.
- Ability to work independently on assigned tasks and to make decisions with minimal supervision.
- Bilingual is preferred.
- Ability to prioritize and organize tasks within specific timelines.
- Ability to exercise good judgement, courtesy, patience, and tact in public contact and problem resolution.
- Excellent interpersonal verbal, written and phone skills.
- Excellent customer service skills.
- Must be able to professionally handle angry and disgruntled customers.
- Excellent math skills with good attention to detail.
- Advanced proficiency with computer programs, including word processing, spreadsheets and databases.

**Special Requirements/Licenses:**

Possession of, or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.

Must be able to pass the department's security clearance standards including, but not limited to, reference check, criminal history check and satisfactory driving record.

**SUPERVISION RECEIVED:**

Works under the direction of the Transit Director.

**SUPERVISORY RESPONSIBILITIES:**

This position is not a supervisory position. Incumbent in this position may provide training and orientation to newly assigned personnel.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.



## CITY OF SANDY JOB DESCRIPTION

---

- Required to walk up and down stairs or to sit for long periods of time and must have the hearing and speaking ability to carry on conversations in one-on-one, small group settings and conduct formal presentations.
- Able to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Able to bend or stretch to properly secure mobility devices and bicycles on board company vehicles.
- Specific vision abilities required by this job includes close vision and ability to adjust focus.
- Occasionally required to lift items from below the knees or above the shoulders; ability to move and/or lift 40 pounds.

### **TOOLS AND EQUIPMENT USED:**

General office equipment including, but not limited to, computer, copier, fax machine, calculator, and telephone.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting in well-lighted, temperature controlled office environment. Some external noise.
- Work is intermittently performed in the outdoor work environment, travel from site to site; exposure to noise, smoke, fumes, and gases.

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.*

*Andi Howell*  
**Transit Director**

Adopted: 06/27/2017, 8/2020

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

---

**Employee**

**Date**