

**Sunset Empire Transportation District
Job Description**

Transportation Options Program Specialist

Position Overview

Under the initial direct supervision of the Executive Assistant/Outreach Coordinator, the Transportation Options Program Specialist will continue to develop a Tri-County Transportation Options (TO) program that will be administered in conjunction with ODOT’s Drive Less Save More/Drive Less Connect campaign in Clatsop, Columbia, and Tillamook Counties.

Reporting Relationships

The Program Specialist initially reports to the Executive Assistant/Outreach Coordinator.

Essential Job Duties:

1. With the assistance of the Executive Assistant/Outreach Coordinator, 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. Help establish and communicate the strategic vision and creative plan for outreach of the program.
5. Responsible for meeting performance measures as put forth by ODOT’s T.O Plan through the implementation of the program.
6. Manage the regional network in Drive Less Connect as an administrator to increase user participation.
7. Develop partnerships with businesses, local community groups, advocacy groups and the neighboring Transit Districts (Columbia and Tillamook Counties) to help build interest in the program.
8. Attend training and classes and meetings as directed.
9. Prepare presentations, reports and outreach materials.
10. Other duties as requested.

Qualifications

1. Education-High School Diploma or GED
2. Preferred Education- 1- 2 years’ college i.e. business, communications, program mgmt. /assist, 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** _____

5-12-2017