

TRANSPORTATION COORDINATOR (PROGRAM PLANNING ANALYST)

DEFINITION

Under general direction; plans, coordinates and evaluates all transportation services within the Department of Human Services, including services targeting older persons, persons with disabilities, persons participating in economic assistance and work services programs, and persons receiving children, youth and families oriented services; performs program development functions including evaluating existing services and provider performance, analyzing service gaps, redesigning services to improve efficiency and effectiveness, managing transportation related purchase of service agreements, preparing and evaluating requests for proposals, coordinating departmental transportation services with county and community transportation services, writing grant proposals, and pursuing new revenue sources. Performs related duties as required.

EXAMPLES OF DUTIES

Gathers and analyzes data on departmental transportation needs, utilization and trends; facilitates discussion of departmental transportation needs and issues within and outside of the department; develops proposals and plans for transportation improvement; prepares reports summarizing issues, findings and recommendations; works cooperatively with other county departments and non-county entities in developing and coordinating the provision of transportation services; manages transportation related purchase of service contracts including preparing and evaluating requests for proposals, drafting and negotiating contract language, monitoring provider performance and working with providers to resolve performance issues; secures and manages revenue for transportation services; prepares grant applications and reports for funding sources; investigates and pursues new revenue sources; educates county staff, providers and consumers regarding departmental transportation services, including preparation of brochures and informational materials and responding to requests for information.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree, preferably in transportation planning or urban/regional planning, and two years professional experience involving either transportation planning or providing professional services to one or more of the client groups identified in the definition above.

Knowledge and Abilities: Knowledge of the needs of persons served within the human services system, including low income persons, persons with disabilities, older persons and children and families involved with the juvenile justice system; knowledge of transportation services and the role such services play within a human services system; knowledge of the principles of administrative and budgetary management; ability to analyze data, define problems, identify potential solutions, develop implementation strategies and evaluate outcomes; ability to work independently and with others in an effective manner; ability to communicate effectively orally and in writing; ability to provide leadership and speak before public groups.