



## SouthEastern Arizona Governments Organization

*Serving our member governments and their constituents since 1972*

---

### JOB ANNOUNCEMENT

**NAME OF POSITION:** Transportation Program Administrator

**FLSA:** Exempt

**DESCRIPTION:** Under policy direction, coordinates the transportation planning process for the SEAGO region, and implements the Arizona Department of Transportation (ADOT) Work Program including public participation, infrastructure planning, and transit services. Manages program budget, funding, and expenditures; maintains communication, coordination, and relationships with an array of stakeholders at the federal, state, and local level.

**EDUCATION/EXPERIENCE:** A bachelor's degree in public administration, planning, business administration, social services, or closely related field; a minimum of five (5) years demonstrated experience in program planning, program implementation, and program management in the public or nonprofit sector. See next page for a complete job description.

Position is open until filled with first review of applications June 7<sup>th</sup>.

**Salary Range:** \$56,000 - \$78,500 per year **DOE**, plus travel pay and benefits.

Contact Randy Heiss, Executive Director, at (520) 432-5301 x 202, with any questions.

To apply, e-mail or send a resume and three **professional** references to:

SEAGO  
ATTN: Randy Heiss  
1403 W. Highway 92  
Bisbee, AZ 85603  
[rheiss@seago.org](mailto:rheiss@seago.org)

**SEAGO IS AN EQUAL OPPORTUNITY EMPLOYER.**

**###**



## Transportation Program Administrator Job Description

---

<b>TITLE:</b>	<b>Transportation Program Administrator</b>	
<b>JOB CODE:</b>	106	
<b>FLSA:</b>	Exempt	
<b>PREPARED:</b>	May 2018	<b>UPDATED:</b> N/A

---

**Summary:** Under policy direction, coordinates the transportation planning process for the SEAGO region, and implements the Arizona Department of Transportation (ADOT) Work Program including public participation, infrastructure planning, and transit services. Collects, analyzes, and distributes various data for the region. Exercises considerable independent judgment to assure programmatic goals are met and is responsible for defined program outcomes. Manages program budget, funding, and expenditures; maintains communication, coordination, and relationships with an array of stakeholders at the federal, state, and local level.

**Essential Job Functions:** *The list that follows is not intended to be a comprehensive list; it is intended to be a representative summary of the major duties and responsibilities of the position. Incumbent(s) will be responsible for these duties, and may also be required to perform additional tasks, as required by ADOT or SEAGO.*

### **Surface Transportation Program:**

- Works with ADOT Multi-modal Planning Division (MPD) on the development of a statewide public involvement plan that will guide outreach activities to stakeholders that include agency staff, elected officials, the public, and other interested parties.
- Coordinates maintenance of the SEAGO Transportation Web site with current and accurate data on a monthly or bi-monthly basis.
- Works with ADOT MPD and Federal Highway Administration (FHWA) to establish guidelines and procedures for compliance with Title VI/Environmental Justice requirements.
- Ensures that Highway Performance Monitoring System (HPMS) data is collected and maintained annually; gathers relative Population Data, Crash Data, and other data as necessary.
- Maintains the region's Transportation Improvement Program (TIP), updates with amendments as needed, and ensures it is fiscally constrained with the ADOT ledger and SEAGO internal ledger.
- Provides guidance to the Technical Advisory Committee (TAC) for selection of eligible projects to be funded from various funding sources.
- Monitors approved projects through completion by providing technical assistance to local jurisdictions, and working cooperatively with ADOT Local Government staff and District Engineers.
- Holds at least six TAC meetings per year. Responsible for agendas, information, and prepares minutes. Arranges for trainings to the TAC members throughout the year.
- Represents SEAGO at various ADOT meetings; serves on TAC's for the state and local jurisdictions; meets regularly with ADOT district engineers or staff.
- Works with ADOT and the TAC to prioritize and recommend improvements to roadways on the State Highway System; provides ADOT District Engineers with a prioritized list of recommended state improvements; provides input to ADOT on issues related to the connections between local roads and the State Highway System.

## **Job Description**

### **106 Transportation Program Administrator**

- Holds workshops, provides technical support to member entities, reviews grant applications for accuracy.
- Presents applications at the state Transportation Enhancement Review Committee (TERC). Ensures awarded local Transportation Enhancement projects are on the TIP, follows the projects to completion, and advocates for local jurisdictions with ADOT.
- Performs other related duties as assigned.

#### **Public Transit:**

- Hosts workshops for the application process, and assists agencies in the preparation of applications for the Elderly and Disabled (5310), and Rural Public Transportation (5311) programs. Reviews applications for eligibility, accuracy, completeness, and coordination with other Section 5310 and 5311 projects. Prioritizes applications consistent with the implementation strategy of the Regional Human Services and Public Transportation Coordination Plan.
- Updates the Human Services and Public Transportation Coordination Plan annually and maintains monthly/quarterly coordination meetings within the SEAGO region.
- Performs other related duties as assigned.

#### **Desirable Knowledge, Skills, Abilities and Experience:**

- Knowledge of the principles and practices of public administration, grant writing, and management.
- Knowledge of federal, state, and local laws, and regulations related to transportation planning.
- Knowledge of state transportation programs and services.
- Knowledge of the principles and practices utilized in research, analysis, program planning, development, and implementation.
- Knowledge of training, supervisory, and motivational techniques; knowledge of employee policies, procedures, and personnel administration methods; knowledge of equal employment opportunity and anti-discrimination practices.
- Knowledge of budget planning, development, management, administration, and financial reporting.
- Knowledge of community needs and resources available to meet these needs.
- Knowledge of the principles and practices of procurement and project management.
- Skill in conducting and facilitating public meetings, and in coordinating activities with local elected and appointed officials.
- Skill in planning and organizing work to meet program deadlines.
- Skill in establishing and maintaining effective working relationships with co-workers, member agencies, providers, and the general public.
- Skill in researching, gathering, analyzing, and reporting on the needs of the region.
- AICP certification preferred.
- Experience working with ArcView GIS 9.1 or higher is preferred.
- Spanish language skills are desirable but not required.

## **Job Description**

### **106 Transportation Program Administrator**

#### **Education, Experience, and Certifications:**

A Bachelor's degree in public administration, planning, business administration, social services, or closely related field; a minimum of five (5) years demonstrated experience in program planning, program implementation, and program management in the public or nonprofit sector; or any combination of education, training, and experience which provides the following **required knowledge, skills, and abilities**:

- Outstanding communication skills including written, verbal, and presentation skills.
- Demonstrated proficiency with the Internet and Microsoft Office (Word, Excel, Access, and PowerPoint).
- Understanding of public sector and nonprofit organizations, and ability to quickly understand key programmatic activities and challenges.
- Demonstrated ability to work independently with strategic guidance and work well with a diverse array of stakeholders to achieve desired outcomes.
- Demonstrated ability to learn, analyze, and synthesize new information quickly and make decisions.
- Demonstrated experience handling multiple assignments and meeting deadlines with attention to accuracy and detail, while thinking broadly and handling a high volume of work.
- Ability to organize and maintain records, prepare reports, and compose correspondence related to the work.
- Strong interpersonal skills with ability to develop and sustain effective collaborative working relationships with a variety of persons of various socio-economic and ethnic compositions.
- Must be highly motivated and productive in a dynamic environment.

#### **Environmental Factors and Conditions/Physical Requirements:**

- Work is generally performed in a fast-paced office environment with frequent interruptions and irregularities in the work schedule.
- This position may require community work and travelling to and from various community locations, therefore the selected individual in this position must have the ability to travel, which may include operating a motor vehicle, using walkways, stairs, and/or elevators.
- Ability to communicate by voice, use sight, and hearing.
- Ability to lift up to 20 pounds.
- No special coordination beyond that used for normal mobility, operation of conventional office equipment, and handling of everyday objects and materials is needed to perform the job satisfactorily.

#### **Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.
- Operation of motorized vehicles may be required for travel.

#### **Other Requirements:**

- Must possess a valid State of Arizona driver's license.
- Must have access to reliable transportation and ability to demonstrate proof of vehicle insurance.

**Job Description**  
**106 Transportation Program Administrator**

**Grant Funded:**

This is a grant-funded position that has been created to perform the duties and meet the requirements of one or more grants. The position is paid through funds received by SEAGO for administration of the grant. If the funding is withdrawn or significantly reduced, the position may be eliminated and/or the employee will be subject to layoff procedures or a reduced work schedule.

*The SouthEastern Arizona Governments Organization provides equal employment opportunities to all applicants without regard to race, color, religion, sex, national origin, age, disability, political affiliation, or veteran status, genetics or any other protected status in accordance with applicable federal laws.*

**Approvals:**

_____	<b>Title:</b> Transportation Program Administrator	_____
<b>Name:</b>		<b>Date Signed</b>
_____	<b>Title:</b> Executive Director	_____
<b>Name:</b> Randy Heiss		<b>Date Signed</b>