
CITY OF WEST HOLLYWOOD

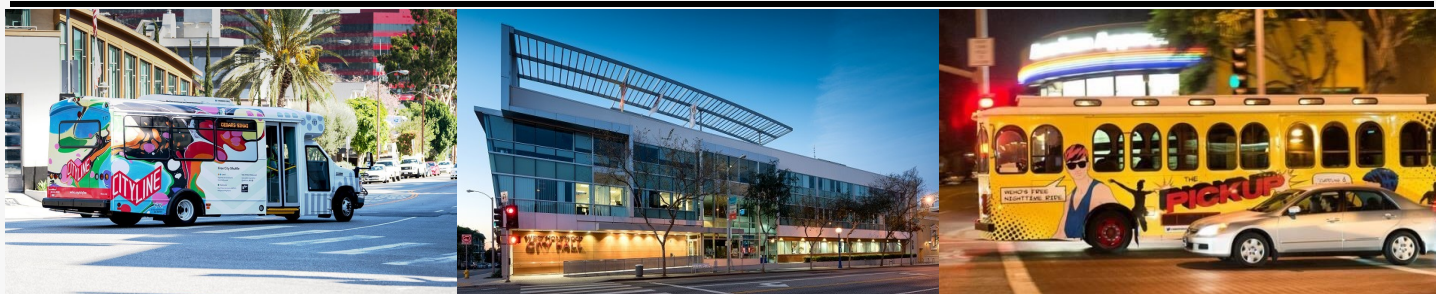
TRANSPORTATION PROGRAM ADMINISTRATOR

Social Services Division

\$8,460 – \$10,810 monthly, plus excellent benefits

Since 1984, the City of West Hollywood has established itself as one of the most progressive and innovative cities in the country. At only 1.9 square miles, West Hollywood is a robust economic and cultural center known for its iconic destinations such as The Sunset Strip and The Design District.

The City offers a positive environment that embraces diverse backgrounds, encourages creativity and innovation, and rewards dedication to our most important goal – responding to the unique needs of our diverse community.



THE OPPORTUNITY

Apply your public transit knowledge and background in the City of West Hollywood's Social Services Division. The Transportation Program Administrator position is responsible for oversight of complex transit operations related to social services programming. Job functions and responsibilities include: managing transportation contracts; creating and implementing marketing campaigns to promote transit services; preparing a wide variety of reports; administration of grants and other funding requirements; development and technical oversight of transit programs and; responding to and resolving constituent and contractor inquiries.

IDEAL CANDIDATE

Effective **knowledge of public transit operations, contract management and funding related to transportation** is required. The ideal candidate will be a **creative problem solver with strong interpersonal and customer service skills**. The ideal candidate will also demonstrate a **solid understanding of municipal contract management and experience with various transportation funding sources and requirements/compliance**, including federal funding (desirable). **Experience with or familiarity of collaborative partnerships among regional transit service providers is desirable**. Must possess the ability to work independently, to meet deadlines, and ability to coordinate and effectively interact with staff at all levels, including external agency staff.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree from an accredited four-year college or university in a related field; and, **three to four years** of progressively responsible experience; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications: Route Planning and Transit Operations Certificate (desirable). Employee Transportation Coordinator Certificate (desirable).

Deadline to submit applications: Wednesday, January 8, 2020 at 5pm

Applicants must submit a completed online City job application and supplemental questions by the filing deadline. To apply and view additional job information please visit www.weho.org/jobs. If you are unable to submit your application materials online you may contact (323) 848-6860. AA/EOE. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy. If you have questions or need special accommodations with the recruitment process please contact: Clarice Trinidad at (323) 848-6418 or ctrinidad@weho.org.

