



Solano Transportation Authority
... working for you!

JOIN OUR EXCITING TEAM TODAY!

Safe Routes to School Program Coordinator

Salary
\$70,260-\$85,404

In order to attract and retain prospective candidates, STA has implemented flexible schedules as well as generous benefit packages



MISSION STATEMENT

"To improve the quality of life in Solano County by delivering transportation projects to ensure mobility, travel safety, and economic vitality for all."

ABOUT THE AGENCY

The Solano Transportation Authority (STA) was created in 1990 through a Joint Powers Agreement (JPA) between the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo and the County of Solano to serve as the County Transportation Authority (CTA) for Solano. As the CTA for the Solano area, the STA partners with various transportation and planning agencies, such as the Metropolitan Transportation Commission (MTC) and Caltrans District 4.

The STA is responsible for countywide transportation planning, programming transportation funds, managing and providing transportation programs and services, delivering transportation projects, and setting transportation priorities, and services as the Consolidated Transit Service Agency (CTSA) for Solano County. The STA uses an open and inclusive public involvement process through various committees made up of local elected officials, public works directors, transit operators, and interested citizens.

The STA is committed to continually improving Solano County's transportation system so that our residents have easy access to jobs, schools, shopping, medical appointments and essential services. To that end, the STA – working with each of the cities and the county – plans for, funds, manages and delivers a wide array of programs designed to keep Solano moving. While delivering transportation projects to ensure mobility, travel safety, and economic vitality is the STA's mission, preserving and improving the quality of life enjoyed by Solano County residents underscores all that we do.

THE AREA

Solano County is located in the northeast corner of the San Francisco Bay Area and is situated in close proximity to the Napa Valley and Sacramento region. Solano County benefits from mild winters and warm summers and is located conveniently close to recreational areas within and outside of Solano County. The STA's new office is located on the waterfront in Suisun City's historic and picturesque downtown. The office is located a short walk from a Capitol Corridor Train Station and two express bus lines with connections to the Bay Area and Sacramento.

THE IDEAL CANDIDATE

The ideal candidate will provide support to the various programs within the Programs department with a focus on the Safe Routes to School program, projects, and activities. This will include developing, coordinating, facilitating and presenting to outside organizations as well internal committees and the Board. The incumbent will assist the Director of Programs and the Program Services Division Manager with special projects and programs related to the budget and funding for various programs to achieve the goals of the Authority, as needed.



The Solano Safe Routes to School (SR2S) Program works to increase the number of students walking and bicycling to school by helping to make the journey safe, fun, and healthy. Using a comprehensive approach, the program includes 6 "E's": education, encouragement, enforcement, engineering, engagement, and evaluation. Currently, the program is available in 7 different schools in the Cities of Benicia and Vallejo.

DESIRABLE SKILL SET

KNOWLEDGE, SKILLS and ABILITIES:

In addition to the required experience and education, this position requires:

- Ability to work diplomatically with a wide range of individuals.
- An excellent communicator (both oral and written).
- Ability to prepare and make effective presentations to groups and staff.
- Self-motivated and problem-solver of complex issues.
- Strong work ethic, goal-oriented.
- Committed to providing excellent customer service.
- Able to work with and complement existing staff.
- Flexible, unbiased and a person of high integrity.
- Prepare clear and concise reports, including the ability to compile and analyze statistical data.
- Proficiency in Microsoft Excel and Word.
- Additional computer application skills desirable: Access, Corel and PowerPoint.
- Ability to learn specialized software.
- Ability to train and lead staff.

MINIMUM QUALIFICATIONS

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university in a related field; and (2) years of increasingly responsible experience in an entry level program or project planning or management, preferably within the transportation or educational field.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Be a knowledgeable resource for a wide range of alternative transportation programs, including but not limited to, carpooling, vanpooling, bus, ferry, rail, bicycling, and other modes.
- Functions as lead staff for the Authority for the Safe Routes to School programs, as well as other transportation programs.
- Actively participates in inter-agency projects and programs
- Assists in identifying, securing and administering new/ongoing grant funds through local, state and federal agencies.
- Proactively advises and persuades a wide variety of outside organizations to utilize and promote Authority services and programs.
- Interacts with private and public organizations cooperatively.
- Under guidance, manages and assists the programs department workload with a primary focus on the Safe Routes to School.
- Manages or directs STA projects and programs through in-house resources and consultants.
- Develops proposals and assists in selecting project consultants and coordinating contract documents.
- Prepares agendas, staff reports, materials and makes presentations for external organizations, internal committees, and Board meetings.
- Tracks activities and prepares regular activity reports; manages & updates files in Word, Excel, Access, and possibly other applications.
- Provides support to staff and the Authority as needed.
- Completes other related duties as assigned

SCHEDULE

STA acknowledges the evolving workplace and importance of work-life balance. STA has established a flexible schedule to which the prospective candidate will only have to report to STA's physical location 3 days a week.

BENEFITS

RETIREMENT

- PERS Retirement Formula
- 457 Deferred Compensation Program Available; for all employees hired into the public sector after 1/1/13 are deemed "New" members and will be eligible for an up to 3% matching contribution to their deferred comp plan by STA.

Medical

- Health Insurance- STA will pay the full cost of the PERS Kaiser Bay Area Rate of up to \$2,228.36 per month
 - If the employee elects to decline health coverage, he/she will receive \$350.00 per month
- Dental insurance- STA will pay up to \$139.30 per month
- Vision Insurance- STA will pay up to \$17.36 per month

Life Insurance

- STA provides a monthly premium of \$2.64 sufficient to maintain \$50,000 basic life insurance

Holidays

- 15 paid holidays (3 of which are floating holidays)

Vacation

- 10 working days (80 hours) per year, until year 5 in which vacation time increases to 15 working days (120 hours).

Commuter Transit Incentive

- Up to \$75.00 for usage of alternative modes of commuting limited to: trains, buses, vanpool, and ferry.



HOW TO APPLY

SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING REQUIRED ITEMS:

- Responses to supplemental questions
- Resume
- Cover Letter
- A list of three (3) professional references

To apply, click [HERE](#)

Position closes Monday April 4, 2022

If you have any questions about the recruitment or If you believe you may need accommodations during the testing process, please contact recruiter Joshua Boudreaux at jboudreaux@koffassociates.com or at 510-901-0044



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EQUAL OPPORTUNITY EMPLOYER**