

Columbia County

Employment Opportunity

Human Resources Department

230 Strand, St. Helens, OR 97051

Phone: (503)397-3874

www.co.columbia.or.us

POSITION: **TRANSIT ADMINISTRATOR.** This position is a full-time management position, exempt from Civil Service and not represented by a bargaining unit.

ANNOUNCEMENT #: 16-475 **DEPARTMENT:** Transit Department

SALARY: \$5,522 - \$7,019. Appointment in range at hire will be negotiable. Excellent benefits, including paid PERS contribution and family health insurance plus generous leave benefits. See attached list.

CLOSING: **FEBRUARY 18, 2016.** Application must be **received** electronically by 5:00 pm on the closing date. **Applications will only be accepted via online submission**

DUTIES: Responsible for all aspects of the professional performance and administration of the Transit Department (Columbia County Rider). This involves all aspects of managing and administering a Department, as well as managing/monitoring the Transit Contractor which provides staff and oversees daily operations, as well as significant grant writing and administration duties.

TO QUALIFY: Equivalent to a bachelor's degree, in the field of business, transportation, public administration or related field with at least five years experience in transit services, transportation planning or related field. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

TO APPLY: Applicants **MUST** submit a Columbia County application form and resume. The application form must be filled out completely for consideration. Incomplete applications or applications not formatted as required will not be accepted. All supplemental information must be attached in PDF to the email submitting the application. A thorough background check, including criminal history will be conducted of final candidates.

Columbia County applications are mandatory. Complete the application online and email with the supplemental material (saved in PDF format) to HRJobs@co.columbia.or.us

An Equal Opportunity Employer (a copy of the County's EEOP is available by calling the number above)

Benefits Offered by Columbia County for this Position

Salary:	Listed in the announcement
Full time work week:	40.0 hours
Medical/dental insurance:	Approximately 92% paid through the family level by the County Low copays and deductibles
Life insurance:	\$40,000
PERS/OSPRP:	6% of gross monthly salary paid by County into employee account Plus additional portion paid for eventual retirement pension
Holidays:	10.5 holidays per year plus 2 additional floating holidays
Sick leave:	One day accrued each month; maximum accrual of 2080 hours Half of accrued sick leave paid at retirement
Vacation leave	Years 1-5 12 days accrued each year Years 6-10 15 days accrued each year Years 11-15 19 days accrued each year Years 16-20 21 days accrued each year 20+ Years 24 days accrued each year Maximum accrual of 400 hours
Other leaves	Paid bereavement leave, personal leave, jury/witness duty leave
VEBA	County contributes each year to a medical savings account to reimburse employee for deductibles, copays, non covered medical expenses
Other	Flexible spending accounts, AFLAC supplemental insurance, discounted health club membership, etc.

NOTE: Benefits may vary from those listed above subject to employment status and the various collective bargaining unit agreements and may change over time.