

Columbia County

Employment Opportunity

Civil Service Commission
230 Strand Street, St. Helens, OR 97051
Phone: (503)397-3874
www.co.columbia.or.us

July 24, 2014

POSITION: **TRANSIT PROGRAM COORDINATOR.** This position is full-time, Civil Service and FLSA exempt.

ANNOUNCEMENT #: 14A-480 **DEPARTMENT:** Transit

SALARY: \$4,907-\$6,237 per month.

CLOSING: **AUGUST 19, 2014.** Applications must be **received** electronically by 5:00 pm on the closing date. **Applications will only be accepted via online submission**

PLEASE NOTE: This recruitment is open to applicants who meet the requirements below and will be used to fill a current vacancy and vacancies that **may** occur in the next twelve months. You will be notified of your ranking within approximately two weeks after the closing date. Rankings will not be given over the telephone. Please do not call regarding the status of the process, you will be notified if you are selected for an interview.

DUTIES: Working closely with the Transit Program Administrator, direct and oversee the development and operation of the County Community-wide Transportation Plan. Oversee contractor provided services for the Transit Program. Advertise, promote and communicate the capabilities of the Transit Program.

TO QUALIFY: Equivalent to a bachelor's degree in business, transportation, public administration or related field. At least three years work experience in transit services. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

TO APPLY: Applicants **MUST** submit the Columbia County application form to be considered for this position. The application form must be filled out completely for consideration and the instructions listed online for submittal followed correctly. Incomplete or unsigned applications will not be accepted. A thorough background check, including criminal history, will be conducted of final candidates.

APPLICATIONS: Columbia County Civil Service applications are mandatory. Complete the application online and email with the supplemental material to HRJobs@co.columbia.or.us

An Equal Opportunity Employer (a copy of the County's EEOP may be obtained by calling the number listed above)