



EMPLOYMENT OPPORTUNITY

The Central Shenandoah Planning District Commission, a regional planning organization located in Staunton, VA and serving the local governments in the Central Shenandoah Region, seeks an experienced Transit Program Administrator to oversee the BRITE Public Transit Service.

Transit Program Administrator. This position is responsible for the management of the BRITE Transit service, and for coordinating public transportation planning for the Staunton-Augusta-Waynesboro Metropolitan Planning Organization. This position prepares and manages budgets for the transit program; develops and administers grants through the Federal Transit Administration (FTA), Virginia Department of Rail and Public Transportation (DRPT) and Virginia Department of Transportation (VDOT); provides contract administration for a turn-key transit contract; insures compliance with all federal and state transit related requirements including civil rights and transit related procurements; and coordinates transit related planning studies. The Transit Program Administrator will guide and support the Transit Advisory Committee, as well as any transit related stakeholder groups. Duties also include preparing reports and making presentations to elected officials, boards, committees, and outside organizations, including outreach and coordination to transit funding partners. Effective knowledge of transit operations, FTA/DRPT funding and reporting requirements, and transportation planning is required. The ideal candidate will be a creative problem solver with strong interpersonal skills and political sensibilities with the ability to coordinate and interact with a variety of individuals and organizations; and must possess the ability to work independently, to meet deadlines, and to work well with local, state, and federal staff and the general public. Strong oral and written communication skills. A bachelor's degree in a related field required, along with 3-5 years of experience in transit service delivery. Salary range: \$60,000 - \$70,000 with benefits.

To apply, send a resume with references to Bonnie S. Riedesel, Executive Director, Central Shenandoah Planning District Commission, 112 MacTanly Place, Staunton, Virginia 24401 or bonnie@cspdc.org. Position open until filled.

An Equal Opportunity Employer