

FAIRFIELD COUNTY  
MARCH 2012

JOB TITLE: PROGRAM MANAGER  
TRANSIT SYSTEM

**GENERAL STATEMENT OF JOB**

Under limited supervision, directly coordinate, implement, supervise and manage designated activities of transportation services. Performs a variety of administrative and financial functions to ensure the financial integrity of the Transit System . Plans, organizes, and coordinates the development of financial budgets; long-range and capital improvement plans. Reports to the Transit System Director.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Supervises the activities of the Logistic Coordinator and Maintenance Shop Supervisor.

Assists with the performance of supervisory duties as instructing, organizing and coordinating staff training; planning, and reviewing work of others. Coordinating activities; planning work assignments and resources to meet transportation operational goals.

Provides analyses for managerial decision making and special projects.

Performs day-to-day administrative task such as maintaining information files and processing paperwork.

Prepares monthly financial reports for management as needed.

Processing Information; compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data. Entering, transcribing, recording, storing, or maintaining information in written or electronic form.

Prepares and/or processes financial reports, various other monthly and quarterly analyses and reports, memos, correspondence, etc.

Receives and reviews various reports and records including budget performance reports, accumulated transactions listing, purchase orders and requisitions, etc.

Evaluating information to determine compliance with standards. Using relevant information and individual judgment to determine whether activities and processes comply with laws, regulations and standards.

Performs designated accounting and financial activities. Collaborate with management to ensure the financial integrity of the transit system. Assists the Director with the preparation of financial data for the annual audit and the SCDOT performance review.

Monitors the general ledger; verifies general ledger transportation account balances; and conducts reconciliations of expenditures in the general ledger. Maintain cash receipt logs of all monies collected, prepare deposit and reconciliation of revenue accounts.

Provides assistance in preparing the departmental budget for submission; reviews and evaluates the budget; secures and compiles data and information pertaining to expenditures and allocation of funds.

Process purchase orders and requisitions for submission to Procurement and Finance Department.

Participates in the grants process; assists with filing claims for reimbursement; and reconciles claims and invoices to the general ledger.

Calculate and prepare invoices and other financial statements according to SCDOT established procedures.

Check report figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Classify, record, and summarize numerical and financial data to compile statistical, financial, accounting or auditing reports using journals, ledgers, and computers.

Performs limited payroll functions including verifying accuracy of time and attendance reports for submission to Finance Department.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other County employees, vendors, sales representatives, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs general administrative/office duties as required, including typing reports and correspondence, entering computer data, copying and filing documents, faxing information, etc. May perform duties of the Director on occasions when Director is not available.

Will be cross trained to perform the essential job functions of the Logistics Coordinator.

Performs other related duties as required.

### MINIMUM TRAINING AND EXPERIENCE

Requires an Associate Degree in accounting, finance, or business management or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of types of office machines and other equipment including computer, calculator, copier, audio-visual equipment, etc. Must be physically able to exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves sedentary work most of the time, but may involve walking, standing, stooping, or reaching for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor as well as relaying accurate information to co-workers.

Language Ability: Requires the ability to read a variety of documents, reports, publications, etc. Requires the ability to prepare various complex documents and reports including grant applications, budget, operating reports, financial statements, inventory reports, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with subordinates, other County personnel, County Administrator, SC Department of Transportation personnel, County attorney, consultants, customers, sales, reps, and the general public, etc. with poise, voice control, and confidence. Must be able to make effective and understandable presentations.

Intelligence: Has the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of

technical instructions in mathematical or diagrammatic form. Has the ability to deal with several abstract and concrete variables. Has the ability to apply rational systems such as transportation, accounting, personnel, marketing, etc. in order to solve problems and deal with a variety of complex variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; utilize decimals and determine percentages; utilize algebraic principles; apply statistical theory; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office and audio-visual equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

### PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the County Transit System as they pertain to the performance of duties of the Program Manager. Has knowledge of the functions and interrelationships of County and other government agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to make sound educated decisions. Has good understanding of the principles of budget development and administration, as well as financial management, planning and analysis. Is able to assist in developing and monitoring long range financial and capital improvement plans. Is able to prepare financial studies and analyses for managerial decision making purposes. Is able to evaluate programs to reduce County costs and increase productivity. Is skilled in accounting/financial mathematics. Is capable of producing quality work which

requires constant attention to detail. Is able to prepare and give public presentations with confidence and professionalism. Has the ability to offer instruction and advice to co-workers regarding technical procedures, departmental policies, methods and regulations. Has to offer assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for word and data processing. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying

alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain goodwill toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**