



SPECIAL TRANSPORTATION PROGRAMS ADMINISTRATOR

\$5,419.00 – \$7,539.00 PER MONTH PLUS GREAT BENEFITS

Apply Immediately - Recruitment may be closed at any time without notice.

THE JOB: Ride OMNITRANS to a satisfying career that lets you make a difference in the San Bernardino Valley. Omnitrans, provider of public mass transit for the San Bernardino Valley in Southern California is seeking a highly skilled professional to join our award winning team. Omnitrans is a great place to work; we are located close to the mountains, the desert, and beaches of Southern California and offer a vast array of recreation, quality schools and affordable housing. This position is under the direction of the Director of Special Transportation Services; the incumbent is responsible for the activities and operations of Special Transportation Services; Travel Training; Volunteer Driver and Ride Programs; and community partner contract oversight. This individual provides direct support and assistance to the Director of Special Transportation Services to include but not limited to the following duties (the omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification):

- Oversees the progress and performance of internal and external programs, providing administrative support as necessary.
- Trains, supervises and evaluates the performance of four (4) Travel Trainers and one (1) Client Relations Coordinator. Supervises the scheduling and progress of individual and group trainings and community outreach events. Receives and verifies accuracy of time cards and mileage claims for program staff.
- Develops, distributes and/or modifies a variety of training procedures, methods, materials and forms to facilitate efficiency of subordinates and customer education.
- Analyzes, reviews and schedules reimbursements of internal programs online through the agency's enterprise system, exports data from data management system, creates templates in bank platform, imports data into templates, and initiates payments.
- Gathers and compiles statistical data and information regarding internal and external programs and evaluates the information to determine efficiency and effectiveness of the programs.
- Maintains communication with community program partners and stakeholders.
- Assists in the preparation of grant proposals for funding, provides reports necessary for compliance with grant requirements and conditions. Provides technical assistance and support to current and potential grant applicants.
- Maintains a computerized database containing various customer registration and demographic records, program documents and reports. Establishes and maintains accurate files and record keeping systems to track and monitor program activities and operations.
- Performs special projects at request of the Director.

THE REQUIREMENTS: The Candidate selected will possess a Bachelor's degree from four-year College or University in Special Education, Rehabilitation Counseling, Human Services, Therapeutic Recreation, Occupational Therapy or a related field. Experience may be substituted for education and may be waived depending upon work history. Experience in working with individuals with disabilities and/senior citizens. The ideal Candidate will have the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations; write reports, business correspondence and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public; and Bi-lingual preferred, but not required. Must be familiar with current business office operating systems, software and programs and possess a valid California driver's license. While performing the duties of this job, the employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl, and reach with hands and arms, and use hands to finger, handle or feel. The employee is regularly required to sit, and is frequently required to talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and depth perception.

THE SELECTION PROCESS: Candidates will be screened for relevant qualifying experience that consists of an evaluation of education and experience as described on the fully completed application. The ***most competitively qualified candidates*** will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug test and a work/criminal background investigation, which will include Life Scan fingerprinting. For further information about this exciting career opportunity, please visit our website at www.omnitrans.org. We are unable to accept resumes in lieu of a fully completed application but one may be attached. Applications can be obtained at Omnitrans, 1700 W. 5th St., San Bernardino, CA. ***EEO/AA including Protected Veterans and Individuals with Disabilities.***