



■ 260 North San Antonio Road., Suite B ■ Santa Barbara, CA ■ 93110
■ Phone: 805/961-8900 ■ Fax: 805/961-8901 ■ www.sbcag.org

An Equal Opportunity-Affirmative Action Employer

INVITES APPLICATIONS FOR:

TDM PROJECT COORDINATOR

The Santa Barbara County Association of Governments (SBCAG) is seeking qualified applicants to fill the position of Transportation Demand Management Project Coordinator and Customer Service Representative in the Traffic Solutions division.

Application Deadline: Open until filled.

Salary: \$3,609 - \$4,406 monthly, depending upon experience.

Definition

Under general direction of the SBCAG Transportation Demand Management Program Administrator, coordinates the day to day formation of carpools, vanpools, employer based TDM programs, rideshare customer service and interagency bicycle and pedestrian programs.

Distinguishing Characteristics

The TDM Project Coordinator assists the TDM Program Administrator in the development of employer based TDM programs, interagency bicycle planning and marketing, outreach and rideshare customer service for TDM and bicycle events and programs.

Typical Tasks

Under direction, assists in the day to day operation of a county-wide TDM program including conducting outreach activities to employers throughout the county; assists employers to survey employees regarding transportation needs and usage, assists in developing and evaluating employer transportation demand management plans; markets programs through public presentations to employee groups and the media; assists individuals employees in forming carpools or vanpools; encourages bicycling and walking to work as viable commute options; promotes interagency bicycle planning, transit use and alternative work hours; conducts training sessions for employee transportation coordinators; conducts promotion and education activities with the general public and media; coordinates customer service contacts, monitors alternative transportation data and other related duties.

Employment Standards

- 1) Graduation and degree from a four year college, and;
- 2) At least one year experience in marketing, planning, education or public outreach and;
- 3) Experience working in the alternative mode transportation industry preferred.

Possession of a valid California driver's license may be required.

Knowledge of: basic principles of Transportation Demand Management and its benefits; outreach, promotion and marketing activities, customer service, record keeping and progress reports, effective communication techniques, and office procedures.

Ability to: perform required duties with a minimum of direct supervision; communicate effectively with public officials, employers, employees and the general public; work effectively with others; maintain records; and motivate employers and employees to use alternative transportation.

Member Agencies

Buellton ■ Carpinteria ■ Goleta ■ Guadalupe ■ Lompoc ■ Santa Barbara ■ Santa Maria ■ Solvang ■ Santa Barbara County

Essential Functions

Use of word-processing, desktop publishing, web publishing, and spreadsheet and database software programs on a personal computer. Visits to employer business locations. Use of calculator. Use of telephone. Good oral and written communication skills. Cooperative work style.

Position Content

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.

Additional Qualifications: Possession of a valid California Drivers license may be required.

Selection Procedure:

- 1) Review to determine those candidates who meet the minimum qualifications for acceptance of an application.
- 2) Application screening to identify and rank the candidates who best meet the knowledge and abilities required of the position.
- 3) Interviews will be held with the top ranked candidates.

Reasonable accommodation for the disabled will be provided. In addition, at appointment, the appointee must submit written documentation of his/her right to work in the United States. The appointee must satisfactorily complete a six-month probationary period.

How to Apply: Applications may be obtained and are to be filed at:

SBCAG/Traffic Solutions
c/o Kent Epperson
260 North San Antonio Rd. Suite B
Santa Barbara, CA 93110
(805) 961-8917

Application deadline: Open until filled; apply immediately.

Applications can also be obtained online at www.sbcag.org but a signed copy must still be filed at the above address.

**Résumés accepted in addition to but not in lieu of an SBCAG Application.
Faxes and e-mails will not be accepted.**

Benefits: SBCAG offers excellent vacation and sick leave benefits, option for 9/80 flexible work schedule and/or part time telecommuting; group medical/dental and vision programs with a cash benefit allowance; group life insurance and optional supplemental life insurance; long term disability coverage; IRS Section 125 Flexible Spending Plan; tuition reimbursement program; optional deferred compensation; retirement benefits; eleven paid holidays. SBCAG employees are exempt from Social Security Tax.



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EMPLOYMENT APPLICATION

Applications must be typed or handwritten in ink. Complete all sections. Give us enough information to allow for comprehensive review and evaluation.

1. Job Title:
2. Your Name:

	Last	First	Middle
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3. Address:

	Street	City	State	Zip
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4. Telephone Number : Home: _____ Business: _____
5. Social Security Number: _____ (In accordance with the Federal Privacy Act of 1974, disclosure of Social Security Number is voluntary. Social Security Number will be used for identification purposes to ensure proper records are maintained.)
6. May we contact you at your business number? Yes No May we contact your current employer? Yes No
7. Can you submit proof of your legal right to work in the United States? Yes No
8. As an adult, have you ever been convicted of an offense other than a minor traffic violation? Yes No
If "YES", please give date and nature of the offense below. (Convictions are evaluated for each position and are not necessarily disqualifying.)
9. Are you related to anyone who works for Santa Barbara County Association of Governments by blood, marriage or adoption?
Yes No If yes, Name _____ Relationship _____
10. Do you have a valid California driver's license? Yes Class _____ No
11. What language(s), other than English, do you speak fluently?
12. Indicate the type of appointment(s) you will accept: Fulltime Part-time Temporary
13. EDUCATION: Did you graduate from high school? Yes No If, "NO", did you receive a G.E.D.? Yes No
If "NO", indicate the highest year completed?

Undergraduate, Business or Trade School Name and Address	Major	Semester Units	Quarter Units	Type of Degree

CONTINUE COMPLETING APPLICATION ON THE NEXT PAGE

