

# PUBLIC TRANSPORTATION DIVISION ADMINISTRATOR

**PLEASE NOTE NEW CLOSING DATE**

**THIS POSITION IS EXEMPT FROM CLASSIFIED STATE SERVICE AND THE RULES OF THE  
DIVISION OF HUMAN RESOURCES AND THE IDAHO PERSONNEL COMMISSION**

## **SALARY RANGE**

**\$55,556.00 to \$92,580.00 annually  
\$26.71 to \$44.51 per hour**

## **DEPARTMENTAL PROMOTIONAL ANNOUNCEMENT**

The Public Transportation Administrator manages a professional and administrative support staff of nine positions in a variety of activities involving public transportation programs.

The Administrator is responsible for: grant planning, administration and monitoring; division strategic planning; budget development for the division and oversight of program budgets totaling more than \$20 million dollars; serves as ITD's representative with Regional Transportation Authorities (RTAs), Metropolitan Planning Organizations (MPOs), transportation committees, cities and counties to identify public transportation needs statewide; drafts legislation and makes legislative presentations; coordinates grants and contracts with Federal Transportation Administration and Federal Highway Administration; established policies, procedures and business plans for the division.

Ideal candidates will have the following qualifications and abilities:

- Strong management skills
- Budget development experience
- Experience in planning and grant administration
- Ability to interpret and apply federal and state laws including Federal Transportation Administration rules
- Ability to work collaboratively and build strong inter-relationships with federal, state, and local units of government
- Ability to negotiate and resolve conflict

TO APPLY:

- Submit a cover letter including: Why you are interested in the position and the specific skills and abilities you would bring to the job that would make you a top candidate.
- Attach a resume or a narrative demonstrating how you gained the skills and abilities listed above.
- Submit packet to:

Human Resource Services  
Headquarters Bldg.—Room 100  
or e-mail to [careers@itd.idaho.gov](mailto:careers@itd.idaho.gov)

**Closing Date July 6, 2007**