



P.O. BOX 1188 • CHARLESTON, WEST VIRGINIA 25324
(304) 720-3322 • FAX (304) 343-3877 • www.wvtransit.com

POSITION: WVPTA SOR Project Manager

POSITION TYPE: Contract

REPORTS TO: WVPTA President & SOR Committee Chair

RESPONSIBILITIES

The West Virginia Public Transit Association (WVPTA) is seeking a State Opioid Response (SOR) Project Manager to oversee the pilot transportation program by planning, coordinating, and implementing operations for the statewide SOR Project. Responsibilities include but are not limited to: meeting with users and providers of transportation and human service organizations; developing and maintaining a regional coordinated transportation plan; developing transportation resource materials; applying for and administering state and/or federal transportation grants; maintaining records; submitting reports; and conducting community outreach.

DUTIES INCLUDE

- Day-to-day operations of the statewide SOR Project
- Review regulatory processes
- Research needs and demands of users and providers
- Develop information program
 - a. Create map of assets and needs
 - b. Produce outreach materials for users and providers
- Explore and implement opportunities to generate additional resources
 - a. Research and apply for eligible grants
 - b. Pursue opportunities for corporate and government sponsorships
 - c. Seek and develop government grants and other funding sources
- Identify short- and long-term planning needs and develop programs to implement planning efforts.
- Maintain program contracts for software, calling services, etc.
- Determine and assess service delivery areas, provider utilization, and geographical assignments.
- Assure the completion and timely submittal of all local, state, and federal grant reports in coordination with the President and Treasurer.
- Identify transportation issues and make recommendations to resolve issues
- Assist and perform other duties as assigned by the Executive Committee.



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MINIMUM REQUIREMENTS

- Bachelor's degree in transportation planning, public administration, community planning, non-profit management, communication, or related field, or at least five (5) years of equivalent experience.
- Two years of job experience in public sector transportation (preferred)
- A thorough knowledge of the principles and practices of urban and rural transportation planning, and technical analysis methods (preferred)
- Knowledge of federal and state grants and grant fund management
- Ability to analyze complex issues and present results in concise reports and presentations; interact effectively with members of the public, elected officials, Federal, State, and local agency representatives, and community organizations.
- Understanding of or the ability to understand pertinent Federal and State regulations, and a working familiarity with the most recent Federal transportation legislation.
- Excellent written and oral communication skills.
- Ability to coordinate multiple projects simultaneously.
- Thorough knowledge of Microsoft Office, Adobe, and other office management software
- Maintain a valid driver's license.
- Present a clean and professional appearance.
- Must be willing to work flexible hours.
- Must be willing and able to travel as needed.