**Class Summary**

The responsibilities of this classification include managing the Employee Transportation Program (ETP). This position calls for conducting analyses and specialized studies, drafting planning procedures and policies to satisfy legal requirements and county policies associated with how employees commute to work.

**Distinguishing Characteristics**

This is a single level classification. Incumbents in this classification are responsible for ensuring the ETP programs and tasks are designed and implemented fully in compliance with Federal regulations and fulfill all State and County Commute Trip Reduction requirements. Work includes managing the benefit program for transit, vanpool, carpool, bike and walk incentives along with the Home Free Guarantee. The ETP Administrator develops programs and policies necessary to achieve and maintain compliance with the Washington State Commute Trip Reduction Law. This classification is distinguished from the Transportation Planner series in that the latter participates in broad transportation issues and the ETP Administrator is responsible for a discreet set of duties and tasks related only to the Employee Transportation Program.

**Examples of Duties**

1. Develop and implement plans for county-wide promotion and education campaign to county employees about their commute benefits through various channels.
2. Prepare and implement workflow and businesses procedures to manage carpool, bike and ride and WSF pre-tax benefits.
3. Evaluate and develop strategies to increase county employees' use of non-drive alone commute choices through promotion and outreach.
4. Manage King County’s compliance with the Commute Trip Reduction Law, including participating in network meetings, completing the Employer Annual Reports and the bi-annual Commute Trip Reduction Survey.
5. Develop tactics, procedures and policies that will provide customer support to county employees regarding their commute needs.
6. Maintain website, manage global and targeted emails, participate in state-wide commute promotions, and hold transportation fairs at major county worksites.
7. Coordinate the implementation of county employees' transition to ORCA ID cards with Facilities Management Division, Market Development, and ORCA multi-agency management team.
8. Provide customer service to county employees regarding their commute choices, benefits and issues.
9. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of management information systems concepts

Knowledge of research principles

Knowledge of project management and contracting techniques and principles

Skill in applying and using qualitative and quantitative analysis in decision making

Skill in persuading others to initiate actions

Skill in managing and prioritizing multiple demands and tasks

Skill in public outreach and involvement

Skill in policy/program design

Skill in applying transportation planning, demand management and design principles

Skill in oral and written communications

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Skill in using current office software programs including word processing, spreadsheet, database and email

**Education and Experience Requirements**

Bachelor’s degree in public administration, business administration, communications, planning, transportation, or related field, AND five years experience in operational planning and experience within a service delivery environment.

OR any equivalent combination of education and experience that clearly demonstrates the ability to perform the job duties of the classification.

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

|  |  |
| --- | --- |
| **FLSA Designation** | Exempt |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | Created 01/2016 |