

**BOARD OF COMMISSIONERS**  
Mike Hawkins, Chair  
Larry Chapman, Vice-Chair  
Jason Chappell  
Page Lemel  
Kelvin Phillips



**COUNTY MANAGER**  
Jaime Laughter  
828-884-3100  
Fax 828-884-3119  
828-884-3107  
**101 South Broad Street**  
**Brevard, NC 28712**

---

## POSITION VACANCY

**CLASSIFICATION:** Transportation Coordinator  
**SALARY GRADE:** 18  
**PAY RATE:** \$42,874.65 – 53,593.31 (DOE)  
**DEPARTMENT:** Transportation

Performs advanced professional planning, research, and analysis on topics related to public and community transportation. Completes State and Federal grants for transportation funding and monitors requirements for these grants and the local system; creates reports as necessary; maintains records for and reports for agencies and grants. Oversees and coordinates transportation services for the County, including oversight of transportation services conducted via contract with third party organizations and contracts pertaining to vehicle maintenance. Coordinates the recruitment and selection of department personnel; assigns, directs and inspects the work of, and supervises and evaluates assigned personnel; recommends suspensions and termination. Creates and monitors the Transportation budget throughout the year. Gathers information and prepares and presents information as needed to the Commissioners. Conducts Transportation Advisory Board Meetings; prepares agenda and related materials. Serves on various committees and boards as needed; works with outside agencies as directed.

**EDUCATION & EXPERIENCE:** Requires Bachelor's Degree with course work in planning or a related field and extensive experience in rural or urban planning at the local government level; thorough knowledge of principles and practices of transportation, rural planning as applied to natural resources, population, cultural features, and other economic and social matters; thorough knowledge of government, laws, and services pertinent to the provision of transportation services; general knowledge of the geographic, topographic, and socioeconomic layout of the County; skilled in the use of GIS and work related computer software packages and other technology used to perform position duties; skilled in database development and management; ability to research, compile, analyze, and present statistical data and planning recommendations; ability to read and interpret cadastral, orthophoto, topographical, and other maps; ability to plan, coordinate and supervise the work of others; ability to communicate

effectively orally and in writing; ability to attend work regularly; excellent interpersonal skills. Must possess a valid NC Driver's License.

APPLICATION DEADLINE: July 7, 2017.

APPLICATION PROCESS: Submit a state application (PD107) along with resume to the NC Works Joblink/Career Center at, 45 Oak Park Drive, Brevard, NC 28712. EOE. For information e-mail [jobs@transylvaniacounty.org](mailto:jobs@transylvaniacounty.org).