

The County is seeking a responsible and collaborative person to represent the Transportation Division of Public Works on various Transportation Systems Programs. This is a highly specialized position involving planning, programming, promoting and coordinating multi-faceted transportation Programs. This position will manage projects and coordinate activities inside and outside the Transportation Division, including managing numerous interlocal agreements, contracts, as well as seeking funding and developing grants applications.

This position is responsible for acquiring grant funding for infrastructure, safety and transportation projects. Including identifying grant opportunities, preparing applications, submitting intent to apply documents, Legistar entries for BCC or management signatures and completing the necessary contracts and agreements. Additionally, this position is also responsible for overseeing the transportation grant reporting progress, including submitting the required documents to FDOT, MPO, FHWA or other respective governmental agency.

The responsibilities for this position include identifying funding sources for the ITS transportation system, safety programs and trail development through grants and other funding opportunities. This position will also participate in the performance management function within the Division. This includes working with other team members to track measures of effectiveness, develop improvement plans and the evaluation of alternative methods of operation.

Manages monthly Clearwater/County Tech Meetings; organizes development of meeting minutes and coordinates agenda creation and distribution. Maintains updated project list to be included on Local Mitigation Strategy Initiatives for consideration of future grant funding. This includes hardening of signal infrastructure and storm manage relief for transportation operations.

The position has an important role with the Pinellas County Move Safe Program. This includes developing and maintaining the inventory of safety devices as well as organizing the distribution of those devices to the community in need. This requires strong initiative to establish relationships with the targeted groups in order to provide safety instructions, presentations and safety devices. Strong team building and communication skills are required to reach the targeted citizens, community

groups and youth. This also requires measuring the satisfaction of customers through an on-line survey. Creates content and manages the Transportation and Move Safe Pinellas pages on the County's website.

The position is also a key member of the team managing the County's graffiti abatement program. This includes the art selection with our partners, confirming all requirements are met, including permits and approvals, documenting the locations, confirming locations suitable and final inspections. The position is also responsible for promoting the program and expanding as needed.

Remote work (up to 2 days) after established in position. Some weekend evening events and meetings.

<https://phh.tbe.taleo.net/phh04/ats/careers/v2/viewRequisition?org=PCG&cws=47&rid=12516>