



Access Services  
PO Box 5728  
El Monte, CA 91734  
213.270.6000  
[accessla.org](http://accessla.org)

POSITION AVAILABLE  
PROJECT ADMINISTRATOR  
SALARY RANGE - \$62,000 TO \$103,000

Access Services, the designated administering agency for ADA paratransit in Los Angeles County, located in El Monte California, is seeking a Project Administrator. Access Services oversees one of the largest paratransit programs in the United States with an annual budget in excess of \$177 million. In total, Access Services provides more than 3.6 million trips per year to more than 177,000 qualified disabled riders in a service area of over 1,950 square miles. The agency is also the Consolidated Transportation Services Agency (CTSA) for Los Angeles County.

POSITION

Reporting to the Manager of Operations, the Project Administrator acts as the lead technical representative for the oversight and administration of competitively bid transportation provider contracts.

EXAMPLE OF DUTIES

- Direct the Operations Service Monitors with Access policies and issues. Analyze the efficiency and effectiveness of paratransit operations and ensure service quality of daily operations by working with maintenance, dispatch, and on-street operations.
- Resolve issues requiring contract clarification.
- Prepare and develop scopes of work for transportation services contracts, evaluate contract proposals and maintain contract files.
- Communicate policy changes and clarification to staff, contractors and riders, government agencies and social service agencies.
- Communicate individual contract issues and updates to management.
- Coordinate an area strategy for Operations which supports Access's goals and objectives. Conduct annual performance review for assigned staff.
- Report performance data for assigned regions.
- Conduct service provider on-site visits. Contact public for resolution of customer issues.
- Work with government agencies and social service agencies.
- Disseminate information at regional public meetings and public hearings.
- Chair subcommittees of riders' advisory committee.

QUALIFICATIONS

- Knowledge of business administration and contract management
- Knowledge of Paratransit operations

- Knowledge of Americans with Disabilities Act (ADA) including certification
- Effective communication skills both oral and written
- Computer skills (MS Office, Excel, Word, Power Point)
- Problem solving and critical thinking skills
- Analytical and data interpretation skills
- Organizational skills
- Ability to prioritize responsibilities and workload
- Ability to manage and direct personnel
- Ability to demonstrate a sensitivity to persons with disabilities and the elderly
- Sensitivity to political environment

#### EXPERIENCE AND EDUCATION

- Bachelor's Degree (BS or BA) from a four-year university preferred and/or equivalent combination of education and experience.
- Seven years of experience in public or community transportation or transit or paratransit contract administration or direct transit operations and management.
- Knowledge of MS Word, Excel, PowerPoint, Outlook and Access.

#### EQUAL OPPORTUNITY EMPLOYER

Access provides equal employment opportunities for all applicants and employees. Access does not unlawfully discriminate on the basis of race, color, religion, gender, family care status, marital status, Vietnam Veteran status, national origin, ancestry, citizenship, age, physical disability, mental disability, medical condition (including pregnancy, childbirth, or related medical conditions), sexual orientation or any other characteristic protected by state or federal law. Access makes reasonable accommodations for applicants and employees with disabilities, and prohibits the unlawful harassment of any individual as defined by state or federal law.

This notice is for information purposes only; it is not intended to be a job description. Position will be posted until filled. Please mail to: Access Services, Attn: Human Resources, P.O. Box 5728, El Monte, CA 91734, or fax to (213) 270-6051. Resumes may also be e-mailed to [hr@asila.org](mailto:hr@asila.org)