AUBURN
Human Resources

PTM Program Director-Developer

Job Description

JOB INFORMATION

Job Code	JA41
Job Description Title	PTM Program Director-Developer
Pay Grade	RE11
Range Minimum	$74,730
33rd %	$94,660
Range Midpoint	$104,620
67th %	$114,580
Range Maximum	$134,510
Exemption Status	Exempt
Approved Date:	10/20/2026 12:09:49 PM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Disciplinary Research

JOB SUMMARY

The Public Transportation Management (PTM) Program Director Developer serves under the broad administrative direction of Auburn University and in close collaboration with the Alabama Department of Transportation (ALDOT. Oversees the overall administration, strategic leadership, planning, coordination, compliance, training development and oversight of federally funded elderly & disabled and rural public transportation programs administered through the partnership between the University and ALDOT. This position is based at Auburn University in Auburn, AL, but will report to ALDOT Central Office – Transit Section in Montgomery, AL, 2-3 days per week as needed.

RESPONSIBILITIES

- Provides executive leadership, strategic direction, and administrative oversight for the statewide Rural Transit Assistance Program (RTAP), Regional Management Program, and related transportation initiatives. Develops and implements strategic objectives, policies, and operational plans to ensure program sustainability, effectiveness, and alignment with ALDOT, Federal Transit Administration (FTA), and stakeholder goals.
- Serves as the primary liaison among Auburn University, ALDOT, FTA, regional transit agencies, governmental entities, and other stakeholder organizations. Leads discussions regarding strategic initiatives, policy development, transportation issues, regulatory requirements, confidentiality, and records management. Represents the program through formal presentations, meetings, and stakeholder engagements to communicate program objectives, outcomes, and strategic priorities.
- Directs and oversees program operations, contractors, and assigned personnel, including the RTAP Manager, Regional Managers, and administrative staff. Provides supervision, mentoring, performance management, employee development, training, delegation of responsibilities, and disciplinary guidance to ensure achievement of program goals and operational excellence.
- Leads research, data collection, and analytical efforts utilizing industry-standard methodologies to evaluate program performance, identify efficiencies, support policy and operational decision-making, and enhance transportation programs and services. Monitors program outcomes, conducts follow-up evaluations of identified issues or objectives, and develops reports and recommendations to support continuous improvement initiatives.
- Provides administrative oversight of transportation programs, grants, contracts, and related initiatives to ensure compliance with applicable federal, state, University, and ALDOT requirements. Monitors program performance, financial accountability, contract compliance, performance measures, and grant deliverables, and reviews and approves reports, financial documentation, grant applications, amendments, invoices, and program submissions to ensure accuracy, quality, and regulatory compliance. Directs the development and implementation of annual work plans, budgets, strategic initiatives, and program evaluations. Oversees financial resources from proposal development through expenditure control, monitoring budgets, deadlines, and performance outcomes while ensuring effective stewardship of grant, contract, and project funds.

RESPONSIBILITIES

- Leads the implementation of key transportation projects and initiatives in collaboration with ALDOT and other stakeholders. Oversees activities related to the Transit Management System (TMS) and other program operations to support rural transportation objectives, program effectiveness, and continuous improvement efforts.
- Develops and maintains effective working relationships with ALDOT, transit providers, local governments, planning organizations, universities, contractors, consultants, professional associations, and other transportation partners. Collaborates across organizational and functional boundaries to establish communication workflows, coordinate schedules and processes, resolve operational challenges, and support the achievement of program goals and strategic priorities.
- Provides oversight of statewide transportation programs to ensure compliance with all applicable federal, state, ALDOT, FTA, and University regulations, policies, and requirements. Monitors program performance, operational effectiveness, and project execution, proactively addressing emerging priorities, resource challenges, and organizational objectives to support successful program outcomes.
- Represents the University and transportation programs in meetings, trainings, site visits, and collaborative engagements with ALDOT, transit agencies, local governments, and other stakeholders. Prepares and delivers executive reports, presentations, recommendations, and briefings to University leadership, ALDOT, FTA, and partner organizations regarding program status, strategic initiatives, compliance, and operational performance.
- Provides leadership and direction for statewide transportation initiatives by coordinating resources, responding to evolving program needs, and supporting special projects and organizational priorities. Performs additional duties as assigned to advance program objectives, maintain stakeholder relationships, and ensure the continued success of transportation programs and services.
- Must be available to work nights and weekends as needed.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Public Administration, Business Administration, Transportation, Planning, Engineering, Public Policy, or related field: or an equivalent combination of education and experience	and	8 years of	experience with knowledge of the principles and methods in overseeing and management of high-level programs. Five (5) years of supervisory or executive management experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Must have excellent verbal and written communication skills.	
Must have knowledge and adhere to all federal, state, and local rules and regulations.	
Must be able to work effectively with customers and stakeholder partners from diverse backgrounds, experiences, and management levels.	
Proficient with Microsoft Office Suite, Microsoft Teams, and data management systems.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Motor Vehicle Record (MVR); Pre-Employment Drug Screening

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

In-State; Domestic