



PO BOX 850, 2748 Wagener Road, Aiken SC 29802

P | 803-649-7981

F | 803-649-2248

www.lscog.org

Transit Program Coordinator

Salary: \$45,000 - \$49,000| Full-time| in-office position| 9/80 schedule with every other Friday off| State health and retirement benefits

The Lower Savannah Council of Governments, a regional planning and development agency located in Aiken, SC, is seeking qualified applicants for the position of Transit Program Coordinator. This position provides an opportunity to develop expertise in public transportation planning, federal and state grant administration, contract management, and regional mobility while working directly with local governments, transportation providers, and community stakeholders.

Primary responsibilities include assisting the Transit Program Manager in the coordination of programs, and projects of the Transit Department, to include program implementation, data collection, grant documentation, compliance records, community engagement, planning activities, contract monitoring and reporting. Visit www.lscog.org for complete job description.

Candidate must be detail oriented, have excellent oral and written communication skills. Proficient with Microsoft Office, particularly Excel, and the ability to learn database, grant management, and specialized state and federal reporting systems. Bachelor's degree in public administration, business administration, planning, transportation, social work, human services, or a related field preferred. One to three years of relevant professional experience in transportation, government administration, grants management, planning, human services, community development, or a related field is preferred. An equivalent combination of education, training, and relevant experience will be considered.

Current benefits include participation in the South Carolina State Health Plan and Retirement Systems, deferred compensation options with an employer match, a 9/80 work schedule with every other Friday off, 13 paid holidays annually, and paid annual and sick leave.

The position is based in Aiken and requires regular travel throughout LSCOG's six-county region, with occasional travel elsewhere in South Carolina.

Email résumé to wmolnar@lscog.org or mail to P.O. Box 850, Aiken, SC 29802 Attn: Dr. William Molnar. Applications will be reviewed beginning immediately and will be accepted through October 12, 2026, or until the position is filled.

The Lower Savannah Council of Governments is an Equal Opportunity Employer.

Salary: \$45,000 to \$49,000 annually, commensurate with qualifications and experience.

Updated 7/2026 This is not a contract

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CLASSIFICATION: NON-EXEMPT

REPORTS TO: TRANSIT PROGRAM MANAGER

DIVISION: PLANNING, COMMUNITY AND ECONOMIC DEVELOPMENT

TRANSIT PROGRAM COORDINATOR

The Transit Program Coordinator assists the Transit Program Manager with the planning, administration, coordination, and monitoring of public transportation programs throughout the Lower Savannah Region. The position works with transit providers, local governments, funding agencies, community organizations, and other stakeholders to address transportation needs, with particular emphasis on improving mobility in rural and urban communities.

Responsibilities include:

1. Assisting the Transit Program Manager with the coordination of rural and urban transit programs in the Lower Savannah Region.
2. Represent the Transit Department at appropriate federal, state, regional, planning, and community meetings. Develop and maintain relationships with community stakeholders, local governments, transit providers, and advocacy organizations to increase understanding of regional transit needs and services. Assist in identifying and documenting community transportation needs, particularly in rural and underserved areas.
3. Assist with grant applications, funding documents, reports, and compliance materials associated with local, state, and federal funding sources. Support the Transit Program Manager in monitoring and maintaining compliance with applicable grant requirements, laws, regulations, and operating requirements.
4. Coordinate assigned transit programs and projects under the direction of the Transit Program Manager, including rider assessments, planning activities, financial monitoring, service quality evaluation, data collection, and contractor coordination.
5. Assist the Transit Program Manager with oversight and maintenance of grant and contract budgets. Maintain organized records and documentation for monitoring, auditing and reviews of LSCOG planning and management, as required. Maintain data on ridership and other aspects of service operation as required by state, federal and/or local funding agencies and/or LSCOG administration.
6. Assist with procurement and administration of transit-related contracts in accordance with applicable grant and program requirements. Monitor contractor performance, including rider and stakeholder feedback, complaints, maintenance documentation, service quality, and compliance with applicable contract and funding requirements.
7. Provide technical assistance for local providers of services, LSCOG local governments and partner agencies, with planning related transit projects as necessary and assist in providing technical assistance for programmatic and financial reports related to grants and contracts.
8. To perform other duties as assigned by the Transit Program Manager, PCED Administrator,

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Executive Director or Assistant Executive Director. *

Educational Requirements:

Bachelor's degree in public administration, business administration, planning, transportation, social work, human services, or a related field preferred. One to three years of relevant professional experience in transportation, government administration, grants management, planning, human services, community development, or a related field is preferred. An equivalent combination of education, training, and relevant experience will be considered.

Required Knowledge, Skills, and Abilities:

1. Ability to learn, interpret, and apply federal, state, and local requirements governing publicly funded transit programs, including applicable Federal Transit Administration (FTA), South Carolina Department of Transportation (SCDOT), and LSCOG policies and procedures.
2. Previous experience with FTA, SCDOT Office of Public Transit, transit grants, or other federally funded programs is preferred but not required.
3. Demonstrated ability to manage complex analytical tasks.
4. Proficiency in Microsoft Office, particularly Excel, and the ability to learn database, grant management, and specialized state and federal reporting systems.
5. Strong oral and written communication skills, including the ability to communicate effectively with local governments, funding agencies, transportation providers, community organizations, riders, and the public.
6. Ability to be flexible and respond quickly and effectively to changing work assignments.
7. Ability to travel throughout LSCOG's six-county region—Aiken, Allendale, Bamberg, Barnwell, Calhoun, and Orangeburg counties—and occasionally travel outside the region for training, meetings, and other program-related activities. Must possess a valid driver's license and be able to operate agency vehicles as required.
8. Employment is contingent upon successful completion of a background check.

****Other Duties** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Activities, duties, and responsibilities may change at any time with or without prior notice.*

Salary Range and Current Benefits *This is a full-time, in office position*

Salary: \$45,000 to \$49,000 annually, commensurate with qualifications and experience.

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Lower Savannah Council of Governments

Lower Savannah Council of Governments is a regional planning and development organization serving Aiken, Allendale, Bamberg, Barnwell, Calhoun, and Orangeburg Counties, in South Carolina. It is the mission of Lower Savannah Council of Governments to work on behalf of local governments to develop, implement and administer plans, programs, and projects in cooperation with local, state and national stakeholders, to improve the quality of life for residents in the Lower Savannah Region.

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