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St. Johns, MI 48879
989-224-8127

General Manager

POSTING DATE: April 20, 2018

SUBMISSION DEADLINE: May 11, 2018 before 4:00 PM

POSITION TITLE: General Manager

REPORTS TO: Board of Directors of Clinton Area Transit System

BACKGROUND INFORMATION:

Clinton Area Transit System (Clinton Transit) is an Act 196 Public Transportation Authority that provides public transit service to all addresses in Clinton County. Clinton Transit has a fleet of 28 vehicles and provides demand response, origin to destination service as passenger trips are requested.

JOB SUMMARY:

The General Manager serves as chief administrative officer of Clinton Area Transit System (the "Authority") and manages all aspects of the Authority's operation. While the Authority's Board of Directors (the "Board") reserves the ultimate decision making authority as to the goals, budget, financing, policies and direction of the Authority, the Board and the General Manager are responsible for the Authority's success. The General Manager acts as the Board's liaison with the community and provides the Board with monthly status reports on transit operations. The General Manager is responsible for grant application, oversight and administration and acts as the contact for the Authority with the Michigan Department of Transportation's (MDOT's) Office of Passenger Transportation. The General Manager's duties involve supervision of transit operations and will entail hiring staff.

The Board delegates responsibility for management oversight of transit operations to the General Manager, and s/he has the authority to carry out these responsibilities, following the direction and policies established by the Board. The General Manager assists the Board as it carries out its governance functions.

DUTIES AND RESPONSIBILITIES (including but not limited to):

1. Regulatory compliance

- Assures adherence to all legal and regulatory statutes and processes.
- Ensures compliance with relevant laws and regulations in all aspects pertaining to a government entity in general and as a transportation entity.
- Represents the Authority in various local, state and federal intergovernmental activities and meetings.
- Keeps abreast of legislative and regulatory developments that may affect the operation and management of the system.

2. Organizational mission, policy and planning

- Works with the Board to implement the Board's values, mission, vision, and strategy that aligns with the Authority's short and long-term goals.
- Assists the Board to monitor and evaluate the Authority and the relevancy to the community, its effectiveness, and its outcomes.
- Keeps the Board fully informed on the condition of the transit operations.
- Identifies problems and opportunities and addresses them; brings those which are appropriate to the Board.

AN EQUAL OPPORTUNITY EMPLOYER

3. Management and administration

4. Manage all programs that may affect the operation and management of the Authority.
 - Provides general oversight of transit operations and assures a smooth functioning, highly efficient, and effective transportation system.
 - Provides oversight of all facilities and fleet maintenance and planning with agency staff.
 - Possess decisive and analytical decision –making skills with a strategic approach to challenges and decisions
 - Responsible for recruiting, hiring, motivating, training, coaching, promoting, evaluating, disciplining and terminating agency personnel.
 - Delegates job duties to various staff members; supervises and assists as necessary.
 - Works with all employees to assure program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluations.
 - Ensures that all employees are meeting the requirements as specified by the job description.

5. Finance/Grants

- Oversees the fiscal activities of the Authority including providing an annual balanced budget and financial statement ensuring financial accountability and stability.
- Active participant in the annual independent financial audit.
- Meeting deadlines with the accuracy required for State and Federal Financial reporting.
- Applies for annual operating and capital funding from MDOT, State, Federal and other revenue sources.
- Leads the identification and submission of grant applications to public and private funding sources.
- Conducts procurement activities to include preparing solicitations.
- Negotiate and enter into contractual and lease agreements on behalf of the Authority.

6. Community relations

- Act as a liaison between the agency, the Board, various governmental agencies and other transit agencies.
- Facilitates the integration of the Authority into the community by using effective marketing and communication activities in collaboration with the Board.
- Strengthens and develops new partnerships with the Authority in ways that meet the community's needs, furthers the Authority's mission, and increases the Authority's relevancy and revenues.
- Acts as an advocate for issues relevant to the Authority, its services and constituencies.
- Listens to customers and the community to improve services and generate community involvement. Provides community awareness of the Authority's response to community needs.
- Serves as chief spokesperson for the Authority to the community.
- Initiates, develops, and maintains cooperative relationships with key constituencies.

OTHER REQUIREMENTS OF THE POSITION:

This is a high-intensity position based on full responsibility for the Authority. Interpersonal and communication skills along with the ability to deal with a wide variety of personalities required. Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes timely decisions regarding administrative issues. Demonstrates the ability to delegate responsibility appropriately. S/he has a demonstrated history in the selection and hiring of new employees.

Plans and meets deadlines. Maintains a flexible work schedule to meet the demands of executive management including capability and availability for public speaking engagements.

Conveys a professional and positive image and attitude regarding the Authority and the non-profit, for-profit, and government sectors. Demonstrates commitment to continued professional growth and development including attendance at conferences and training seminars or webinars.

Must be able to meet the physical demands of the position with reasonable accommodation.

QUALIFICATIONS:

- Minimum of 5 years' experience in employee supervision, budgeting, human resources and facility and fleet management
- Transit experience a plus
- Strong oral and written communication skills
- Proven leadership ability to effectively inspire and coach staff and employees to achieve successful performance of all personnel
- Ability to effectively plan for the future, establish a vision and seek new opportunities
- Computer proficiency; software knowledge of Microsoft Office, financial software and/or PCTrans a plus
- Experience with and ability to understand the basic concepts of budgeting and accounting, including some experience in maintaining financial records and payroll; experience with QuickBooks a plus

ADDITIONAL REQUIREMENTS:

- Bachelor's Degree or equivalent work experience in accounting, finance, business, transportation services, public administration or related field
- Valid driver's license with a clear driving record
- Successfully pass a criminal background check
- Successfully pass a pre-employment physical and urine drug screen
- Position is subject to occasional travel for meetings and training

SALARY AND CONDITIONS OF EMPLOYMENT:

Salary will be commensurate with background, experience, and ability as determined by the Board. Employment in the position is at the pleasure of the Board and is maintained through a mutually negotiated employment agreement.

SUBMIT COVER LETTER, RESUME AND REFERENCES TO:

By mail:

Clinton Transit c/o Administration
100 East State Street, Suite 2100
St. Johns, Michigan 48879

By email:

Admin@clinton-county.org