

The City of Alma is looking to fill the position of Transportation Services Director in the City's Transportation Department.

THE POSITION

Under the general supervision of the City Manager, the Transportation Services Director oversees all activities of the Transportation Department, including but not limited to: Preparing balanced annual budget; Apply for annual State and Federal funding; Provide oversight to a staff comprised of full and part-time employees; Represents the Transportation Department in various activities and meetings, including public speaking.

THE IDEAL CANDIDATE QUALIFICATIONS

- Associate's degree in business, public administration or a related field, or the equivalent of combination of education and experience.
- Knowledge and comprehension of State and Federal Laws, Grant Applications, hiring, firing, training, and continuing education.
- Ability to think outside the box to find better and more creative ways to provide a transportation service to the community.
- Excellent written and verbal communication skills.
- Good time management and organizational skills.
- Ability to work with a wide variety of people including physically and mentally challenged patrons.
- Ability to establish good working relationships with and use good judgement, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, and work within deadlines and changes in priorities.

The City of Alma Application Form is available online at www.ci.alma.mi.us for download.

To Apply for this exceptional career opportunity, please electronically submit your application form, cover letter, and resume to:

sletourneau@ci.alma.mi.us

Please title your subject line: Transportation Director

Questions may be directed to:

Sheila Letourneau
525 East Superior St.
Alma, MI 48801
989-463-8336

The position will remain open until filled. Application packets must be received by March 28, 2018.

Starting Salary: \$54,038 plus Competitive Benefits