

PUBLIC TRANSIT DIRECTOR - 361

JOB SUMMARY: Under general direction, perform administrative, technical and difficult professional work including planning, organizing and direction of the activities of the City Transit System and Intermodal Station. Ensure regulatory compliance while collaborating with advisory board members, members of the public, department managers and community organizations to conduct the long-term planning and management of the administrative functions, public facilities, vehicles and employees associate with the provision of public transportation facilities. Coordinate assigned activities with other City departments and multiple outside agencies. Support functional policies and make tactical decisions within the departments strategies. Develop or recommend new ways to solve complex and technical problems related to public transit systems. Provide administrative support to the City Manager's office regarding transportation issues. Perform related work as required.

SUPERVISION RECEIVED: Work is performed under the general direction of the Assistant City Manager.

SUPERVISION EXERCISED: Supervision is exercised over professional, technical, skilled, semi-skilled, operative, clerical and other personnel.

ESSENTIAL JOB FUNCTIONS: An employee in this class may be called upon to do any or all of the following: (Examples do not include all of the tasks which the employee may be expected to perform.)

- Plans, manages, and directs the short and long term development, operation, business, maintenance, and scheduling of activities of the City Public Transit System.
- Ensure staffs maintain compliance with Federal (FTA), State (MDOT Office of Public Transportation) and local laws, ordinances and regulations pertaining to transit operations.
- Serve as the main point of contact for cross-departmental and cross-sector collaboration, and develop effective community partnerships that improve public transportation.
- Develop and implement new resources and revenues, introduce/promote new and existing services, and oversee performance measurement and system evaluation.
- Prepare and submit annual budget to the City Manager, BCTIFA and City Commission, forecast funding needed for future operational, staffing and capital needs for all transit related facilities.
- Conduct studies on complex public transit system problems; prepare reports and make recommendations.
- Participate in a variety of boards and commissions, attend and participate in professional meetings, and stay abreast of new trends and innovation in the field of transportation..
- Provide background and records for Federal, State and local grants for the improvement of equipment operations and facilities in the Transit Department.
- Respond to and resolve difficult and sensitive inquiries and complaints.
- Ensure the provision of efficient and effective service, and to ensure the safety of the employees and the public.
- Market and promote interest in, and development of, the City's public transit system by making contacts with individuals and organizations.
- Interact with elected officials at the State and Federal levels to secure continued support of legislation, funding authority, and other related technical issues critical to providing public transit services.

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- Perform related work as required.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS: Expected to perform the following or it is a critical part of the position: Reading/writing of technical documents, using the telephone, contact with the general public and working inside.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT:

- Graduation from a college or university of recognized standing with a Bachelor degree in Transportation, Planning, Business Administration, Public Administration or related field; or any equivalent combination of experience and training which provides the essential knowledge, skills and abilities.
- Minimum of 7 years in planning, administration and operation of public transportation systems.
- Considerable experience and oversight in acquiring Federal and State grant funding for public transportation systems.
- Thorough knowledge of Federal, State and local laws and regulations governing transportation by bus and rail.
- Ability to manage a large public transit system.
- Ability to effectively plan, organize, and supervise the activities of subordinates including discipline.
- Ability to exercise discretion regarding confidential matters with tact, sense of timing and the ability to engender trust with the public, employees, other City departments and outside agencies.

Salary range: \$71,190 - \$102,948