

# HARBOR TRANSIT MULTI-MODAL TRANSPORTATION SYSTEM JOB DESCRIPTION

## TRANSPORTATION DIRECTOR

**Supervised By:** Harbor Transit Board President  
**Supervises:** All employees of Harbor Transit

### **Position Summary:**

Under broad direction from the Harbor Transit Board, and in collaboration with the Grand Haven City Manager, directs, evaluates, and coordinates all activities of the Harbor Transit Multi-Modal Transportation System. Responsible for budgeting, grant administration, capital expenditures, personnel managements, building and fleet maintenance, and transit system technology.

### **Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Directs, evaluates, and coordinates all aspects of the Harbor Transit transportation program including personnel, budgeting, general administration, and capital needs assessment. Develops, recommends, and implements policies and procedures, internal controls, and goals and objectives in accordance with organizational needs, City and Board directives, and legal requirements.
2. Assesses organization operations, staffing levels, facilities and equipment. Analyzes capital needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.
3. Develops and administers the annual budgets for Harbor Transit and Grand Haven Memorial Airport. Assesses capital needs and makes recommendations concerning capital improvements and equipment acquisition. Monitors the budget throughout the fiscal year and oversees the purchase and maintenance of equipment, vehicles, and supplies. Prepares financial summaries as required.
4. Directs, administers, and implements transit related projects. Develops, submits, and administers transportation related grants and may lobby at the local, State, and Federal level for continued funding.
5. Responds to transportation related public interests and needs, recommends and establishes new business ventures, and researches, develops, and implements marketing strategies to increase organization visibility, ridership, and revenue.
6. Serves as a liaison to the Grand Haven Memorial Airport board. Provides contract management and operations oversight, and ensures compliance with multiple grants, contracts, regulations, and other requirements.
7. Develops and submits reports and maintains all necessary records in accordance with administrative rules, contract language, and legal requirements including State and Federal legislation and local ordinances and regulations.

8. Acts as the Harbor Transit spokesperson, establishing and maintaining effective relationships, with citizens, community groups, City officials, other employees, and other interests. Responds to public inquiries, investigates complaints, and assists the public as needed.
9. Represents and advances the interests of the organization through participation and leadership in various committees, boards, authorities, commissions, and other local, state, or regional organizations. Monitors current and proposed legislation and keeps the Harbor Transit Board apprised of potential developments and impacts.
10. Attends Harbor Transit board meetings, City of Grand Haven department head meetings, and other various meetings as required. Researches questions dealing with strategic planning and current and long-range issues.
11. Directs the recruitment and hire of department personnel. Assigns work, supervises personnel, evaluates performance and oversees professional development. Takes disciplinary action according to established procedures.
12. Keeps abreast of public transportation developments, new administrative techniques, and current issues through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
13. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- A Bachelor's Degree in business administration, public administration, or related field is required.
- Five years of progressively more responsible managerial and administrative experience in the field of public transportation is preferred.
- A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Substantial knowledge of Federal, State, and local regulations regarding municipal public transportation and aviation services.
- Thorough knowledge of management techniques involved in budgeting, personnel administration, public relations, marketing, contract management, capital planning, and project management.
- Thorough knowledge of the rules, procedures, equipment, facilities, safety issues, and precautions relating to public transportation.
- Knowledge of the Michigan Motor Vehicle Code and licensing requirements.
- Skill in the use of office equipment and technology, including computers, specialized programs, and other related software, and the ability to master new technologies.

- Skill in compiling and evaluating complex information and formulating policy, standards, and service recommendations.
- Ability to conduct research, maintain records, and prepare comprehensive and accurate reports according to accepted standards.
- Ability to evaluate and control a variety of community services, analyze a variety of operating problems, and to make sound policy and procedural recommendations.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make presentations in the public forum.
- Ability to establish effective working relationships 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 effectively under stress, within deadlines and changes in work priorities.

**Physical Demands and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee's environment is typically in an office setting, with a controlled climate where they sit and work on a computer for extended period of time, communicate by telephone, email, or in person, and move around the office. The employee must occasionally lift and/or move items of light weight.

Occasionally, the employee may work in or around a maintenance garage. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles and adverse weather conditions. The noise level in the work environment is usually low to moderate.