

**EXHIBIT "A"**  
**CHEBOYGAN COUNTY**  
**JOB DESCRIPTION**

**TRANSPORTATION MANAGER**  
**SALARY POSITION**  
**(FLSA EXEMPT POSITION)**

**GENERAL SUMMARY:**

Under the general direction of the County Administrator, serves as the Manager of Straits Regional Ride by providing overall leadership and effective management of the organization while adhering to all applicable local, state, and federal laws and regulations.

**ESSENTIAL FUNCTIONS:**

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

1. Develop and implement both short and long range goals, strategies and budget for efficient transit operations and capital improvements.
2. Formulate necessary policies and present to Board of Commissioners and Straits Regional Ride Advisory Board with staff recommendations.
3. Execute all policies adopted by Board of Commissioners.
4. Promote, participate in and monitor public relations activities of the Straits Regional Ride.
5. Responsible for system-wide implementation and compliance of applicable local, state, and Federal Transit Administration (FTA) rules and regulations.
6. Direct, hire and oversee personnel to provide efficient and effective delivery of transit services.
7. Accountable for the overall development and oversight of the transit safety and security system.
8. Seeks funding sources. Writes and submits appropriate grant applications for funding operations, vehicles, facilities, and equipment procurement. Completes all reports as required by funding sources.

**CUSTOMER SERVICE:**

This is an Administrative Position striving to provide excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees, employees of other departments in the County, citizens, and customers of the department. Service is provided in person, by phone or computer contact.

**SUPERVISION:**

Direct supervision includes hiring, assigning, directing, evaluating, and reviewing work of subordinate employee. Responsibilities include providing on-the-job training; directing staff; evaluating job performance; selection of new staff members, promotions, status changes, and discipline; and planning and scheduling. Provide leadership, problem solve, prioritize and handle multiple tasks.

**JOB SKILLS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

***Language Skills:***

- Ability to read, analyze, and interpret complex documents.
- Ability to respond effectively to inquiries or complaints.
- Ability to write using original techniques or style.
- Ability to make effective presentations on complex topics to top management, public groups, and/or boards.

***Mathematical Skills:***

- Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide and utilize decimals.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

***Problem Solving Abilities:***

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs.

**Preferred Employment Qualifications:**

**Education:** A high school diploma, a bachelor's degree in public administration, business, transportation, or related field preferred. Equivalent relevant experience may be substituted for this requirement. Three (3) years of responsible work experience in transit operations. Experience with and knowledge of bus driving, public transit, non-emergency medical transportation, fleet maintenance, and ADA equipment.

**Other:**

**Valid Michigan Driver's License with P endorsement.**

The qualifications listed above are intended to represent the preferred skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

**PHYSICAL ABILITIES:** (This position requires but is not limited to the ability to perform the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

- Walking over uneven terrain
- Climbing of stairs
- Bending, stooping and kneeling
- Ability to enter and access information from computers and electronic equipment
- Ability to operate a motor vehicle
- Ability to lift and carry items up to 30 lbs.
- Ability to file and retrieve documents and equipment

**Working Conditions:** Works in office and locations outside of office.