

## DIRECTOR OF TRANSIT

**Position:** Director of Transit

**Supervises:** Transit Operations Assistant; Transit Drivers

**Department:** Transit

**Gives work direction to:** Transit Operations Assistant; Transit Drivers

**FLSA Status:** Exempt

**Reports to:** Executive Director

**Revision date:** August 2017

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### POSITION SUMMARY

At will position appointed by and under the general direction of the Executive Director. Oversees all administrative aspects of the Iowa Northland Regional Transit Commission (INRTC). Assures compliance with local, state, and federal codes and standards.

### ESSENTIAL JOB DUTIES

- In conjunction INRTC Operations Assistant, plans, directs, coordinates and implements the delivery of the operations of INRTC to meet requirements of local, state, and federal regulations and policies, including, but not limited to Iowa Department of Transportation (DOT) and Federal Transit Administration regulations.
- Plans, prioritizes, schedules, assigns, directs, supervises, and evaluates the work of department staff.
- In conjunction with the Executive Director, recruits, selects, trains, counsels, evaluates, and disciplines department staff. Approves requests for time off.
- Consults with the Executive Director regarding personnel issues, department projects, priorities, and budget issues.
- Assists with annual budget preparation and ongoing fiscal management of INRTC.
- Prepares and monitors all Regional Transit Commission contracts, including ensuring sub-contractor compliance with contract terms.
- Provides direction and assistance to the Regional Transit Commission Advisory Committee.
- Oversees all administrative aspects of INRTC, including evaluation of current transit services and projection of needed transit programs and services.
- Prepares and submits annual regional transit planning projects, including but not limited to Transportation Improvement Program information, to Iowa DOT and the Executive Director.
- Prepares and submits annual INRTC Consolidated Grant Application, as well as other grants and INRTC service proposals.
- Participates in the preparation and implementation of all agreements, union and non-union.
- Oversees a fleet of light duty vehicles including procurement, preventative maintenance, quality assurance, effective direction of fleet maintenance operations, continuing vehicle availability, and disposal of vehicles at the end of life.
- Monitors work of INRTC drivers for compliance with local, state, and federal policies and regulations.
- Ensures accuracy of driver paperwork, including timesheets; daily trip sheets; vendor expenses; and contractor reports.
- Prepares, maintains, updates, and completes required reports to regulatory agencies.

- Monitors INRTC drivers' compliance with safety rules and completes accident investigations and insurance claims.
- Meets with the general public and various agencies regarding scheduled routes, additional service, and other pertinent issues.
- Responds to inquiries from the public, service providers, agency staff, and other public and community officials concerning INRTC services.
- Actively promotes the services of INRTC and seeks opportunities to provide additional service.
- Conducts research as requested by the INRCOG Executive Director.
- Monitors all union compliance activity.
- Assists the Director of Administrative Services with administration of the drug and alcohol testing program.
- Oversees the maintenance of a variety of logs and reports relating to employees, projects, assignments, and inspection and maintenance activities.
- All other job duties as assigned by the Executive Director.

#### **INCIDENTAL JOB DUTIES**

None

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Knowledge of principles and practices used in fleet maintenance and scheduling of transit drivers.
- Ability to operate fleet of light duty vehicles including lifts, doors, and interlocks.
- Ability to access, read, interpret, and apply technical information, including local and state traffic codes, and other related ordinances, laws, and regulations.
- Ability to solve a variety of problems quickly and independently.
- Ability to detect deviations and variances from established regulations, and possess skill in identifying appropriate corrections.
- Ability to proficiently operate standard office equipment and a personal computer with software programs for word processing, spreadsheets, e-mail, and internet.
- Ability to interact with the public, contractors, agency representatives, and other public officials in a positive, courteous manner.
- Ability to perform standard arithmetic and statistical calculations.
- Basic knowledge of bookkeeping and accounting functions.
- Knowledge of basic procurement processes and financial tracking.
- Ability to effectively plan, prioritize, schedule, assign, direct, supervise, and evaluate the work of assigned employees.
- Ability to establish effective working relationships with assigned employees, co-workers, and supervisors.
- Ability to maintain accurate records.
- Ability to maintain all required licenses, registrations, and certifications.
- Ability to operate radio system to communicate with transit drivers.
- Knowledge of and experience with labor unions.

- Ability to communicate clearly, both orally and in writing, and to organize and verbally present material in a manner that is easy to understand.
- Ability to safely perform a range of physical activity associated with transit operations, including walking, standing, bending, twisting, kneeling and climbing, using hands and arms to grasp or reach, and lifting, carrying, pushing, and pulling.
- Ability to attend work regularly at the designated time and place and the ability to work under strict time constraints and to work outdoors in a variety of weather conditions.
- Sufficient personal mobility that permits the employee to work in an office environment and to travel throughout a six-county region to meet with the public and elected and appointed officials.

### **ENTRY REQUIREMENTS**

**Education/Training:** Bachelor's degree in Business Administration/Management, Public Administration, or related field preferred;  
and

**Work Experience:** Minimum of two years of experience in a supervisory or management position; transit supervision or management experience preferred.

or

An equivalent combination of education, training, and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

**Required licenses, registrations and certifications:** A Class C CDL driver's license with a passenger endorsement; a driving record that allows the employer to provide continued liability insurance coverage must be maintained.

**Required post-offer physical examinations:** As required by the Iowa DOT; physical capacity profile test.

**Required drug testing:** Subject to Iowa DOT drug and alcohol testing requirements.

**Residency requirement:** None.

**Other testing required:** Employment contingent on satisfactorily passing an oral interview process.

### **WORK ENVIRONMENT**

Work is performed 50 percent outdoors and 50 percent indoors with the indoor work being performed in an office setting. Work includes working at a desk for extended periods of time, working with computers and other office equipment, moving throughout an office complex and from place to place throughout a six-county area, and working directly with the public and elected and appointed public officials. Work may also involve frequent interruptions.

### **HOURS OF WORK**

Minimum of 40 hours per week, Monday through Friday. Start and finish times may vary dependent on assignment. May be required to work additional hours or to change hours with minimal notice and to work evenings and/or weekends to attend meetings or as required for the operation of the agency. Frequent travel throughout the six-county region and occasionally to various locations within the state is required.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The employer reserves the right to change or reassign job duties or combine positions at any time without prior notice.

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Executive Director

\_\_\_\_\_  
Date

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Department Director

\_\_\_\_\_  
Date