

County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-1976 countyconnection.com

JOB OPENING

OPENS: 09/06/2017

CLOSES: 09/21/2017

TITLE: **MANAGER OF ACCESSIBLE SERVICES**
SALARY RANGE: \$71,000 - \$100,000 Annually

DUTIES/RESPONSIBILITIES:

The Manager of Accessible Services will directly manage service contracts within the guidelines set forth by the Board of Directors and State/Federal law. This position will manage the day-to-day operations and performance of specialized services. Duties include, but are not limited to:

- Preparing various grant applications, budget, and follow through with on-going budget management and control; assisting in the development of the paratransit budget and managing the paratransit budget on a daily basis
- Developing and enforcing contract performance standards
- Providing or arranging for technical assistance and training for contractor staff
- Tracking and collecting performance data and reviewing data with contractor to identify areas needing improvement
- Conducting adjustments to services or corrections to contractor performance as needed
- Participating in regional and county transportation planning as it relates to specialized services; effectively representing County Connection's interests while serving as a liaison to various entities
- Assisting in the procurement of vehicles and other capital items; oversight of vehicle maintenance according to contract
- Ensuring ADA policy adherence
- Providing and filing reports as required

*This position will manage a total of two (2) employees in the Accessible Services Department and is responsible for the overall direction, coordination, and evaluation of this unit.

REQUIREMENTS:

Education:

- Bachelor's degree from a four-year college or university with major course work in public administration, business administration, or other related field. Related experience or training that demonstrates substantial knowledge and abilities pertinent to specific job functions may qualify for substitution of the education requirement

Experience:

- Five (5) years of progressively responsible experience in paratransit management and operations
- Minimum of two (2) years experience directly managing paratransit contractors and effectively representing employers' interests with various regional and local entities
- Comprehensive knowledge, skills, abilities, and experience in the following areas: oral and written communications, mediation, contract interpretation, budget management, interpreting and reading data from various reports, presentation skills, ADA as related to paratransit services

TO APPLY:

Download and complete the Administration application [here](#) or go to www.countyconnection.com/about/jobs/ and click on the Administration application under Applications by Department. Please attach cover letter and resume and submit to County Connection, 2477 Arnold Industrial Way, Concord, CA 94520. You may also apply in person Monday - Friday 8:00 a.m. - 5:00 p.m. All applications must be received by Recruitment no later than 5:00 p.m. on the closing date listed above.

Internal candidates must complete an internal application available at the front desk and have a minimum of six (6) months in their current position.

County Connection is an Equal Opportunity Employer and Drug Free Workplace

CENTRAL CONTRA COSTA TRANSIT AUTHORITY