

## **TRANSIT DIRECTOR**

### **DEFINITION:**

Under general direction, to administer and manage the County-wide Transit Service, provide transportation planning services, coordinate transportation issues with all jurisdictions within Merced County and Merced County Association of Governments (MCAG), develop grant applications and contracts, and to perform other related work as required.

This position is responsible for all functions of Transit and Transportation Planning functions for “The Bus” and Yosemite Area Regional Transportation System (YARTS).

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Executive Director. Exercises direct and indirect supervision over assigned staff.

### **EXAMPLES OF DUTIES:**

Duties may include, *but are not limited to, the following:*

- Acts as the transit planner and manager for “The Bus” and YARTS.
- Coordinates and manages transit activities of the countywide transit system.
- Coordinating with CalTrans and MCAG regarding legislative affairs related to transportation and transit.
- Prepares reports for submission to the Federal and State Governments.
- Prepares and writes grant proposals and seeks out additional funding sources.
- Prepares specifications for all types of vehicles and other necessary capital items.
- Coordinates activities with other transit providers.
- Negotiates and prepares contracts with cities and other agencies participating in transit system.
- Prepares and conducts advertising and marketing activities.
- Answers and responds to complaints, accidents, emergencies and contractor problems.
- Collects, compiles and analyzes statistics on ridership levels, fares, maintenance costs and bus productivity.
- Assists MCAG staff in developing the Regional Transportation Improvement Plan and Federal Transportation Improvement program.
- Develops Transit budget, policies and procedures.
- Prepare and maintain specification for all transit vehicles.
- Prepare, maintain, and implement a Bus Replacement Plan.
- Propose and implement Transit Capital Improvement Projects.
- Represents “The Bus” Authority in meetings with the Board of Supervisors, City Councils and the Transit Joint Powers Authority.

### **MINIMUM QUALIFICATIONS:**

#### **Experience:**

Five (5) years increasing responsible professional experience in transportation administration,

planning, marketing, or other area which included responsibility for administrative and budgetary analysis.

**Education:**

Equivalent to four (4) years of college with a degree in Business Administration, Public Administration, Planning or a closely related field. (Additional Qualifying experience may substitute for the education on a year-for-year basis.

**Licenses:**

Possess and maintain a valid California Driver's License.

**SKILLS AND ABILITIES:**

**Essential Functions:**

- Train, evaluate and supervise staff.
- Operate a personal computer and other modern office equipment.
- Frequent operation of a data entry device and repetitive motion.
- Frequent use of hand/eye coordination.
- Sitting for long periods and walking.
- Occasionally standing, pushing, pulling, bending, squatting, and climbing to pick up or move objects.
- Conduct inspections under various environmental conditions.
- Occasionally lift and move objects weighing up to 50 pounds.
- Communicate effectively with others in person and over the telephone.
- Meet deadlines under stressful conditions.
- Resolve conflicts and respond appropriately to complaints.
- Represent "The Bus" with the community and other agencies.
- Complete multiple priority projects with conflicting deadlines.
- Maintain confidential information in accordance with legal standards and/or other regulations.

**Knowledge of:**

- Federal, State and local laws and regulations governing the operations of transit systems; including Federal Transit funding programs and State Transportation Development Act.
- Techniques of planning, organizing and coordinating transportation activities.
- Budgeting and contract administration under the enterprise system.
- Principles and practices related to fleet management and transit operations.
- Data collection and summary reporting.
- The California and Federal legislative process.
- Statistics and graphics presentations.
- Bus design and manufacturing processes.

**Ability to:**

- Work with public and private agencies.
- Prepare budgets, cost allocation plans, prepare written and financial reports and compile statistical data.



- Evaluate the effectiveness of ongoing programs.
- Establish and maintain effective working relationships with others.
- Produce, conduct, and analyze user surveys.

**Additional Information:**

FLSA: Exempt  
At-will employee

**Annual Salary Range: \$80,995.20 – \$108,555.20**