



**CITY OF SANTA ROSA**  
invites applications for the position of:

# Deputy Director - Transit

An Equal Opportunity Employer

**SALARY:** \$9,233.25 - \$11,943.00 Monthly  
\$110,799.00 - \$143,316.00 Annually

**OPENING DATE:** 02/13/18

**CLOSING DATE:** 02/27/18 11:59 PM

**THE POSITION:**

**City of Santa Rosa's Transportation and Public Works (TPW) Department seeks an experienced Deputy Director to manage their Transit Division.**



The Transportation and Public Works (TPW) Department is organized around a central theme of integrating the City's transportation services and public infrastructure. The Transit Division of TPW provides Transit services that are an essential component of Santa Rosa's ongoing commitment focused on moving people, goods and services efficiently throughout the City. Reporting to the Director of Transportation and Public Works, the Deputy Director of Transit manages, plans, directs and reviews the administrative and operational activities of the Transit Division. This includes management of the City's fixed route transit service, *CityBus*, overseeing the grant application, management and audit process, and providing highly responsible, professional staff assistance.

**THE IDEAL CANDIDATE:**

In addition to meeting the minimum qualifications listed below, the ideal candidate for this position:

- Demonstrates strong leadership skills and a collaborative management style
- Has a strong background in the transit industry
- Has outstanding communication, interpersonal and presentation skills
- Is enthusiastic and energetic about public transit
- Is a self-starter who creates a positive work environment
- Respects differences in interest, perspective, background, and organizational level
- Understands and promotes the use of technology
- Is able to direct and oversee resources and activities of a large division

**THE CITY:**

The **City of Santa Rosa**, the largest city in Sonoma County with a population of approximately 175,000, is located 55 miles north of San Francisco and nestled in the center of famous Sonoma

Wine Country. Santa Rosa serves as the County seat and center of trade, government, commerce and medical facilities for the Northern San Francisco Bay area. The City offers a wide variety of both recreational and cultural activities, is well known for its excellent schools, temperate weather and abundance of trees and beautiful parks.

### **THE SELECTION PROCESS:**

The selection process will consist of a careful review of applications, including the supplemental questionnaire, and those applicants who have submitted a complete application that demonstrates a strong match to the experience and qualifications desired will be invited to continue in the selection process which may include an oral appraisal interview, assessment center, or other activity selected by the Human Resources Department.

**IMPORTANT NOTE: Please be aware that an oral appraisal interview has been tentatively scheduled to take place on Tuesday, March 27, 2018 and applicants who successfully pass the application screening will be required to participate in the oral interview in order to continue in the selection process. If you have any questions about the position or the selection process, please contact Naomi Kamunyu, Human Resources Analyst at (707) 543-3065 or via email at [nkamunyu@srcity.org](mailto:nkamunyu@srcity.org)**

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

#### Essential Duties:

The following duties are considered essential for this job classification:

- Plan, organize and direct programs and activities of the Transit Division, including in such areas as transit planning, Transportation Systems Management (TSM) programs, and transit operations
- Oversee the grants application and management process, including the preparation and submission of state and federal grant applications, progress reports and grant audit compliance
- Ensure compliance with rules, regulations and requirements of grant funding and grant monitoring agencies
- Prepare, monitor and manage the budget for the assigned division
- Select, train, supervise and evaluate assigned staff
- Handle complex and controversial issues that arise in the assigned division
- Direct and prepare special studies and technical and administrative reports
- Develop and implement goals, objectives, policies and priorities for the assigned division
- Develop, recommend and implement new programs or modifications to existing programs
- Prepare and present recommendations related to City codes, ordinances, resolutions and their amendments relating to areas of assignment
- Coordinate administrative and management activities of the assigned division with other City departments and with outside organizations
- Develop, recommend and administer revenue control and operational policies and procedures relating to assigned division
- Respond to and resolve inquiries and complaints from the public related to area of assignment
- Evaluate the effectiveness of current systems and procedures related to the assigned division
- Represent the City with regard to transportation programs at local, regional, state and federal agencies
- Perform related duties as assigned

#### Additional Duties:

In addition to the duties listed in the Essential Duties section, each employee in this classification may perform the following duties. Any single position may not be assigned all duties listed below, nor do the examples cover all duties which may be assigned.

- Assist with implementation of City-wide policies in the department
- Prepare reports and make presentations to the City Council and other boards and commissions as required
- Provide administrative and technical support to the Bicycle and Pedestrian Advisory Board
- Monitor compliance with contractual agreements

- May serve as acting Director of Transportation and Public Works in the absence of the Director

**REQUIRED QUALIFICATIONS:**

Knowledge of: Principles and practices of organization, administration, contract administration, personnel, and budget management; principles and practices of grant preparation, reporting, and monitoring; revenue analysis and scheduling methods; computer applications such as word processing, spreadsheets and databases. This position also requires knowledge of the principles and practices of transportation planning, integration of multi-model transportation systems and transit operations, applicable state and federal transportation regulations, and recent developments, current literature and sources of information regarding transportation issues.

Ability to: Develop, organize, direct and coordinate transit programs and activities; plan, direct, and supervise the work of assigned staff; provide effective leadership; establish and maintain effective working relationships with those contacted in the course of work, including in those situations with a high degree of complexity, controversy and public visibility; communicate clearly and concisely, both orally and in writing; prepare, analyze, interpret, summarize and present administrative and technical information and data in an efficient, effective manner; train and evaluate assigned staff; develop, analyze, interpret and explain City-wide and department policies to departments and the public; develop, coordinate and maintain transportation programs suited to the needs of the community; properly analyze, interpret and make decisions in accordance with laws, regulations, and policies; establish and maintain effective revenue control systems; prepare clear, concise and complete correspondence, analyses, proposals, reports and other written materials; exercise individual and innovative judgment and make difficult decisions.

Experience and Education: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience - Five (5) years of progressively responsible experience in an administrative and/or managerial capacity in a municipal organization, involving the responsibility for the planning, organization, implementation and supervision of transit programs to demonstrate possession of the above knowledge and abilities, including significant supervisory and transit administration and operations work experience. Education - Equivalent to a bachelor's degree from an accredited college or university with major course work in transportation planning, business, or public administration or a closely related field. A master's degree is highly desirable.

License or Certificate:

Individuals must be physically capable of operating a motor vehicle safely and possess a valid, Class C, California Drivers License, OR be able to demonstrate the ability to travel on scheduled or unscheduled visits to various locations within and outside of the City which may or may not be reachable by public transportation.

**ADDITIONAL INFORMATION:**Working Conditions and Physical Requirements:

Work is largely conducted indoors in an office setting which involves sitting for extended periods of time with the ability to move about at will. Some travel to meetings or to other cities is required. Incumbents in this classification communicate verbally in person, by telephone, in meetings and while making presentations. Incumbents read and comprehend written materials and draw inferences from their contents. They use a computer keyboard for word processing, spreadsheet and electronic mail applications, entering and retrieving data and producing written documents such as correspondence and reports; this activity requires repetitive arm/hand movements. Incumbents monitor operating and safety standards by reviewing various reports and memoranda. When conducting investigations and site inspections, incumbents work outdoors with exposure to the elements, and walk over rough, uneven or rocky surfaces. Incumbents occasionally lift and move reports or binders weighing up to 20 pounds and carry them for short distances.

[www.srcity.org/jobs](http://www.srcity.org/jobs)

Computer kiosks are available at our office for applicant use:  
100 Santa Rosa Ave, Room 1  
Santa Rosa, CA 95404  
Monday - Friday 8:00 AM to 5:00 PM

CONTACT US:  
707-543-3060 [jobs@srcity.org](mailto:jobs@srcity.org) (do not send resumes here)

**APPLICANT'S RESPONSIBILITIES:**

Before making the final submission of the application, it is your responsibility to ensure you are submitting a complete application package, which will consist of a complete application for employment reflecting all jobs you have held during at least the last 10 years and may consist of additional required documents and a complete supplemental questionnaire. A resume will not be accepted in lieu of a complete application. Your responses to any supplemental questions describing specific work experience and education must clearly correspond to work history and education on your application.

**SPECIAL ACCOMMODATIONS:**

If special accommodations are necessary at any stage of the examination process, e.g., written examination, oral appraisal interview, assessment center or other activity, you must request an accommodation within five (5) business days of being noticed that an event requiring accommodation is occurring and every attempt will be made to consider your request. To request an accommodation, please visit our website at [www.srcity.org/jobs](http://www.srcity.org/jobs) or call Human resources at 707-543-3060. The City is an equal opportunity employer.

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**Deputy Director - Transit Supplemental Questionnaire**

- \* 1. Please list each college degree attained and indicate your field(s) of study.
  
- \* 2. Please indicate the number of years of progressively responsible experience in an administrative and/or managerial capacity involving the responsibility for the planning, organization, implementation and supervision of transit programs.
  - 5 or more years
  - 3 years but less than 5 years
  - Less than 3 years
  
- \* 3. Describe your professional and managerial experience working in a public transit environment. Include specific examples of your work and the type of organizational structure in which you worked, including transit planning and operations, general administration, and your level of responsibility to support your answer.
  
- \* 4. Describe your experience and responsibility in managing FTA grants and other local, regional, state and federal grants. Include in your answer your experience working with progress reports and grant audit compliance.
  
- \* 5. Describe your experience preparing, analyzing, evaluating and administering organizational budgets. Include information regarding your role in budget development, the size and complexity of the budgets described, automated financial reporting and budgeting systems used, and the principal funding sources.
  
- \* 6. Describe your experience supervising staff in a transit operation. Include the number and levels of staff you have directly supervised.
  
- \* Required Question