



Stanislaus County
CALIFORNIA



Transit Manager (Manager III)

Apply by Thursday, March 2, 2017

\$65,187.20—\$97,801.60 Annually

**Oral Examinations are tentatively scheduled for the week of
March 13, 2017.**

THE COUNTY

Located in the heart of California's fertile Central Valley, Stanislaus County is blessed with mild weather year round and some of the world's richest soil. With a population of nearly 525,000, Stanislaus County is proud of its vibrant citizenry, great traditions, educational opportunities, and multicultural lifestyles. The area offers a mixture of urban, suburban, and rural environments and lifestyles. The economy is based primarily on agricultural production and related services, food processing and retail. California State University Stanislaus and Modesto Junior College are high educational institutions located in the County.

The area offers a variety of cultural events including the Gallo Center of Performing Arts and a Minor League baseball team. We are centrally located, with the San Francisco Bay Area, Silicon Valley, Sacramento and California's Central Coast only a 90 minute drive from Modesto. To the East are the foothills of the Mother Lode country which lead to the majestic Sierra Nevada mountain range, Yosemite National Park and Lake Tahoe.

ABOUT THE DEPARTMENT

The Public Works Department supports the Board of Supervisors' goals and priorities of a well-planned infrastructure system and efficient delivery of public services through its five major operating divisions. The department strives to be the leading Public Works Department through innovative stewardship of infrastructure and environment. The transit Division operates the StaRT bus system. The Administrative Division is responsible for coordinating the work in all other divisions. Engineering Division designs, surveys and inspects roads and bridges while the Operations/Roads and Bridges Division maintains them.

ABOUT THE POSITION

The Transit Division is a part of the Stanislaus County Public Works Department and is responsible for overseeing Stanislaus County's public transportation system, Stanislaus Regional Transit or StaRT. StaRT serves the cities and communities in Stanislaus County and adjoining Merced County. StaRT provides intercity and interregional fixed route commuter service, deviated fixed route service, intracity and intercity dial-a-ride services, non-emergency medical transportation to Bay Area medical facilities and a commuter bus to the Dublin/Pleasanton BART station. The position will be responsible for administering the Division's budget, negotiating and drafting agreements with other jurisdictions, vendors and organizations, putting together the Division's capital improvement program (CIP), preparing and overseeing capital and service procurements, preparing reports, providing vision for the transit marketing program, providing customer service, managing employees, participating in Countywide marketing events, interacting with various social service agencies and the Stanislaus Council of Governments (StanCOG), participating in various Countywide Transportation-related committees, overseeing the transit operation contract and performing related work as required.



TYPICAL DUTIES

- Prepare and administer the Transit Division budget, including the advertising budget;
- Prepare agenda items and reports for the Board of Supervisors;
- Negotiate and draft agreements with other jurisdictions and organizations regarding transit services;
- Prepare, negotiate and administer contracts for operations, services, and capital purchases;
- Oversee preparation of the annual Transportation Development Act (TDA) claim, State Controller's report, annual TDA financial audit and triennial TDA performance audit;
- Work with staff, other jurisdiction and StanCOG on State and Federal grants and programs;
- Work with staff, other jurisdictions and StanCOG and provide vision and guidance for grants and service and capital purchases for the County transit program;
- Provide vision and guidance for the StaRT marketing program;
- Interact with contract employees (bus drivers, dispatchers, schedulers, supervisors, etc.) concerning transit duties, route schedules and policy issues;
- Supervise and provide vision and guidance to Transit Division staff;
- Participate in meetings and on committees with various agencies, transit operators and StanCOG;
- Respond to citizen inquiries and complaints and work with operation contractor for resolution;
- Prepare and make public presentations and attend county-wide informational events to help inform County residents about the StaRT system; and
- Perform other duties as assigned.

SKILLS/ABILITY

- Prepare budgets and cost allocation plans;
- Supervise and manage division staff and contract staff;
- Plan and effectively coordinate the activities of a public transit operator;
- Negotiate contracts and evaluate effectiveness of contract transit services provided;
- Prepare clear and concise reports;
- Handle and resolve sensitive and difficult citizen comments and complaints;
- Prepare and analyze financial and statistical data, tables and charts;
- Establish and maintain effective working relationships with County and City staffs and officials, employees, public and private transportation operators, StanCOG staff, social service agencies and members of the public; and
- Make effective presentation to boards, representatives of other agencies and community groups.

KNOWLEDGE

- Principles and practices of public transit management, planning and operations;
- Federal, state and local laws and ordinances that regulate the funding, operation and maintenance of a public transit system, including California Air Resource Board, Americans with Disabilities Act (ADA) and Drug and Alcohol regulations;
- The California Transportation Development Act;
- Contracting and purchasing principles and practices between public and private sectors;
- Marketing principles and practices;
- Public finance administration and governmental budgeting practices; and
- Data collection and summary reporting.

EDUCATION AND EXPERIENCE

- Graduation from an accredited four-year college or university with a Bachelor's degree in Public or Business Administration, Transit Planning, or a closely related field (Progressively responsible experience in a related area may be substituted for the required education on a year-for-year basis); OR
- Completion of the Transit and Paratransit Management Certificate Program; AND
- Four (4) years of progressively responsible experience at a supervisor or management level in the public transportation field.

It is important that your application show documentation/verification of all the relevant education and experience you possess. Applications will be rejected if documentation of education/certification is not attached.

In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the "duties" section of the online application.

DESIRABLE QUALIFICATIONS

- At least two (2) years as a Transit Manager or Supervisor for a public transit service in the State of California; OR
- Graduation from an accredited four-year college or university with a Bachelor's degree in Public or Business Administration, Transit Planning, or a closely related field.

LICENSE

- Applicants must possess and maintain a valid California Driver's License and remain free from repeated preventable accidents.

CONVICTION/CRIMINAL HISTORY INFORMATION QUESTIONNAIRE

Once it is determined that you meet the minimum qualifications for this position, you will receive an email informing you to complete a conviction questionnaire (you may be asked to complete this process for each application submitted). You will have five (5) working days from the date on the email to follow the detailed instructions and complete the questionnaire. A completed conviction questionnaire is required to continue in the recruitment process.

CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and considered "at will" for labor relations purposes.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to submit online application(s) for open position(s).

Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

APPLICATION PROCEDURES/ FINAL FILING DATE

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a complete application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on

your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

TESTING ACCOMMODATIONS

Arrangements may be made to accommodate disabilities or religious convictions. Describe the special test arrangements you require in the "Additional Information" section of the application form.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this bulletin to better meet the needs of County service. The provisions of this bulletin do not constitute an express of implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits any other information regarding this position may be found on Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum and Understandings, and such information prevails over information contained in this bulletin. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/Human Resources.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under "Disability Management."