

Transportation Director



Position Description

Status

Full-Time, Exempt

Compensation

C51

Bargaining Unit

N/A

Reports to

Executive Director of Services

Supervises

Transportation Staff

Position Category

Director

Summary

This position is responsible for the development, implementation, oversight, and direction of the public transportation system in accordance with policies and directives pursuant to all applicable state and federal laws and regulations. Ensures that Allegan County meets all Federal Transportation Administration (FTA) and Michigan Department of Transportation (MDOT) requirements. The Director supervises and directs all staff; develops and implements policies and procedures for all operations; directs and/or performs the department's administrative functions; and prepares the department's annual budget and audit reports. Responsible for integrating the strategic plan, priorities, and goals for public transportation.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Develops and implements policies and procedures to ensure that the activities of all public transportation services are in compliance with the Federal Transportation Administration (FTA) and Michigan Department of Transportation (MDOT) requirements.
2. Ensures compliance with relevant laws and regulations in all aspects pertaining to a government entity in general and the transportation program in particular.
3. Performs the financial management of the service area, including the development and implementation of the annual budget, contract management, auditing reports and staying compliant with local, State and Federal procurement policies.
4. Plans, evaluates, implements, and provides leadership for quality public transportation programs.
5. Prepares the annual grant application to MDOT and funding request for the small urban programs, Rural Task Force and other granting agencies.

6. Responsible for public transportation vehicle management and coordination of service for County fleet vehicles.
7. Supervise and direct the activities of all Public Transportation staff and contractor operations.
8. Implementation of short and long-range plans and policies related to Customer Service.
9. Attend meetings with other agencies and departments. Provide updates to the Board of Commissioners and Committees as required.
10. Receives, investigates, and resolves complaints/concerns from stakeholders and keep the County compliant with Title VI and ADA policies.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position has direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and maintenance shop.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and community meetings. Must have a valid Michigan Driver's License.

Required Education and Experience

1. Bachelor's degree in Business Administration or Management.
2. Four (4) years of principles and practices of business administration including accounting and fiscal management practices and office procedures.
3. Four (4) years of experience in leadership.

Preferred Education and Experience

1. Five (5) years of experience in the transportation industry with focus on business administration.
2. Basic knowledge of vehicle fleet management.
3. Experience in grant writing with good oral and written communications skills

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____