

FAIRFIELD COUNTY**JOB TITLE: TRANSIT SYSTEM DIRECTOR
TRANSIT SYSTEM****GENERAL STATEMENT OF JOB**

Under limited supervision, is responsible for the management and administration of Fairfield County's Transit System to include general operations, maintenance and repair of vehicles, grant preparation and administration, budget management, records management, supervision of personnel, promotion of system, etc. Is responsible for ensuring safe, adequate, and satisfactory service to the public. Reports to the County Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES**ESSENTIAL JOB FUNCTIONS**

Is responsible for directing and managing the overall operations of the County's transportation system, ensuring that the system operates in an efficient manner.

Is responsible for developing goals and objectives for the Department as well as operational plans, policies, and procedures. Ensures compliance with all regulations, rules, guidelines, etc. pertaining to public transportation services and vehicle maintenance.

Maintains statistical data for analyzing the success of the System.

Is responsible for compiling data for and preparing the annual refunding grant application. Directs and oversees the administration of such grant. Ensures compliance with federal, state, and local regulations.

Prepares and coordinates implementation plans for bus routes and schedules. Manages route assignments of all buses and bus drivers. Monitors and evaluates all routes and schedules to ensure that they adequately meet the needs of the public.

Maintains accurate inventory of all transit property. Submits annual inventory report to the SC Department of Transportation.

Is responsible for the procurement of supplies and equipment which involves preparing equipment specifications, soliciting bids and price quotes, approving requisitions, etc. Maintains records pertaining to acquisitions.

Is responsible for the enforcement of safety regulations, procedures, and practices within the system.

Is responsible for managing the maintenance and repair of vehicles and equipment, ensuring that such are in safe, operational condition.

Directs and oversees the activities of all Departmental staff. Performs such supervisory duties as instructing (organizing and coordinating staff training); planning, assigning, and reviewing work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; selecting new employees; and recommending transfers, promotions, disciplinary actions, discharges, and salary increases. Ensures personnel compliance with regulations governing public transportation employees including drug testing, licensing, etc.

Is accountable for the financial integrity of the transit system to include such functions as developing and monitoring the Departmental budget, ensuring that all revenue is received and properly deposited, approving program expenditures, reconciling ledgers, preparing financial reports, etc.

Is responsible for handling all program publicity and marketing activities.

Receives, reviews, evaluates, and takes appropriate action on various reports and documents including invoices, injury reports, personnel records, bank deposit receipts, ledgers, trial balance reports, maintenance reports, route analysis reports, and general letters of correspondence, etc.

Operates and/or utilizes a variety of types of office and other equipment including calculator, computer, copier, audio-visual equipment for training, etc.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

A bachelor's degree in transportation, public administration, business, or a related field and three to five years of transit experience, some of which must have been at the management level; or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Must possess required certifications including Transit Operations, Vehicle Operator and Safety Training, Public Transportation Management, First-aid, CPR, and FTA Drug Testing.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of types of office machines and other equipment including computer, calculator, copier, audio-visual equipment, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves sedentary work most of the time, but may involve walking, standing, stooping, or reaching for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments or instructions to assistants. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents, reports, publications, etc. Requires the ability to prepare various complex documents and reports including grant applications, budget, operating reports, financial statements, inventory reports, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with subordinates, other County personnel, County Administrator, SC Department of Transportation personnel, County attorney, consultants, customers, sales, reps, and the general public, etc. with poise, voice control, and confidence. Must be able to make effective and understandable presentations.

Intelligence: Has the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Has the ability to deal with several

abstract and concrete variables. Has the ability to apply rational systems such as transportation, accounting, personnel, marketing, etc. in order to solve problems and deal with a variety of complex variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; utilize decimals and determine percentages; utilize algebraic principles; apply statistical theory; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office and audio-visual equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has comprehensive knowledge of the functions, policies and procedures governing the County's Transit System. Has the ability to ensure that standards of the department are met in all work performed. Is able to plan detailed and complex programs and activities and implement same. Is able to apply basic knowledge of accounting, personnel, marketing, and transportation in managing the Department. Has a comprehensive understanding of the maintenance and repair of vehicles and equipment and is able to ensure that such are maintained in a safe, operational condition. Has knowledge and skills required in determining public transportation

needs of County citizens and ensuring that those needs are met. Has the ability to assimilate both technical and theoretical concepts and apply the knowledge in various ways to solve problems. Understands specific transportation regulations and is able to ensure conformance with same. Has the ability to develop and maintain harmonious relations between divergent interest groups and local, state, and federal government officials. Has excellent knowledge of the terminology utilized within the Department. Is able to coordinate all Department activities in order to accomplish goals and objectives. Has the ability to use independent judgment in routine as well as non-routine situations. Has considerable knowledge of the technical and routine reports which must be prepared and has the knowledge and skills to prepare same. Has excellent financial management skills as required in preparing the grant application and monitoring same, preparing the budget, preparing various financial statements and reports, etc. Has the skills and abilities to direct subordinates and coordinate their work activities. Is able to make sound, educated decisions. Is able to work under stressful conditions related to being accountable for the financial integrity and day-to-day operations of a public transportation system. Is able to react professionally at all times. Is able to make effective presentations and speeches.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced

advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain goodwill toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the County. Within constraints of County policy, formulates appropriate strategy and tactics for achieving departmental and County objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve the goals and objectives of the department and the County.

Organizing: Organizes own work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

Staffing: Works with the Administrator and the Personnel Department to select and recommend employment of personnel who are qualified both technically and philosophically to meet the needs of the department and the County. Personally directs the development and training of department personnel ensuring that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

Delegating: Assigns duties to staff as necessary and/or appropriate to meet department goals, enhance staff abilities, build confidence on the job and assists staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of County and department policies regarding departmental functions. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established

policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.