

# CITY OF SANDUSKY POSITION ANNOUNCEMENT

## **Public Transit Administrator Department of Community Development**

The City of Sandusky is accepting applications for the position of Public Transit Administrator. The person in this position will perform a variety of administrative duties, with the main duty of overseeing the day to day operations of the Sandusky Transit System. The position is responsible for managing the contract with the City's transportation vendor for Sandusky Transit. The ideal candidate for this position will possess a Bachelor's degree from an accredited college or university in transportation, planning, business or related field with a minimum of two (2) years' experience in public transit or private mass transportation. A comparable combination of experience and education will be considered. Salary is negotiable with commensurate experience and education.

Applications and position descriptions can be obtained at <http://www.ci.sandusky.oh.us/administrative/job-announcements.htm>

A completed application and resume should be submitted to City of Sandusky, Department of Administrative Services, Attn: Connie S. Nicholson @ [cnicholson@ci.sandusky.oh.us](mailto:cnicholson@ci.sandusky.oh.us) or Victoria Schaefer @ [vschaefer@ci.sandusky.oh.us](mailto:vschaefer@ci.sandusky.oh.us)  
222 Meigs Street, Sandusky, OH 44870.

Application Deadline: The initial review of applications will be May 16, 2018 and will continue until the position is filled.

**JOB DESCRIPTION**  
**Public Transit Administrator**  
**Pay Range A3**  
**Department of Planning**

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***Job Title: Public Transit Administrator***

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***Reports To: Director of Planning***

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***Supervises Directly: None***

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***Supervises through subordinates: None***

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***Purpose for the Position:***

***To direct and oversee the business and operations of the Sandusky Transit System. Administers transit operating contracts, including direction and supervision of the contracted transit provider. Administers financial matters, and performance; administers and implements transit capital programs; plans, develops and implements various transit marketing programs; monitors performance of transit, works with local agencies to provide efficient public transportation services, makes public presentations; demonstrates continuous effort to provide quality seamless customer service, works with City staff on multi-modal and alternative transportation initiatives, as determined by the Department of Planning, City Manager and City Commission.***

**Essential Responsibilities:**

*The following duties represent the principal job duties; however, they are not all inclusive:*

*Plans, directs, manages and coordinate existing public transit operations, with the intent of creating a sustainable transit system.*

*Facilitates and participates in the Strategic Transit Planning process.*

*Coordinate with a variety of agencies in the region as well as with City staff.*

*Manages the City's contract with the transportation service provider and provides guidance to ensure that the service provider follows FTA, Medicaid & ODOT regulations.*

*Medicaid Agency Provider CEO for the City. Main individual to ensure compliance with all Medicaid Regulations. Individual must meet Medicaid minimum standards for eligibility, must have working knowledge of MUI/UIR, Bill of Rights, ISPs. Will act as the main liaison with the Board of DD. Will monitor Medicaid billing.*

*Elderly and Disabled Program application intake. Review and approve all applications and maintain all proper documentation and files.*

*ADA Paratransit Applications. Determine the eligibility of persons under federal law, including 49 CFR, Part 37, who shall be authorized to participate in the ADA Paratransit service, and executing such policies and procedures to certify any such person to receive the benefit of ADA services. Review and approval of these applications includes communicating with the individual, third party certifying authorities, the City's transit service provider and all other necessary entities. Maintaining all required documentation and associated files.*

*Monitor the transportation provider for compliance with ADA paratransit service.*

*Review, evaluate and approve Individual Service Plans and communicate with the Board of Developmental Disabilities, as they relate to Medicaid transportation services*

*Administer, monitor and negotiate transportation contracts.*

*Complete billing for transportation contracts.*

*Complete grant draws, in coordination with the City Finance Department.*

*Prepares and administers the budget for the Transit Department, including financial planning and grants administration; secures revenue sources through grant applications and acts to ensure the City's eligibility for, and receipt of local, state and federal funding support.*

*Prepares and submits grant applications to the Ohio Department of Transportation and the Federal Transit Administration.*

*Responsible for collecting transit system operating statistics and preparing all reports required by the Ohio Department of Transportation and the Federal Transit Administration including, but not limited to: National Transit Database reports, PTMS inventory reports, Certification of Data, TEAM Reports, and MIS - Drug & Alcohol reports.*

*Knowledge of and ability to complete all ODOT required reporting – throughout the year, including but not limited to, DAMIS, DBE, 4 Year, etc.*

*Ensures that the transit system is prepared for the ODOT triennial review.*

*Responsible for oversight of the transit system drug and alcohol testing program and maintenance of system policy to ensure compliance with Federal Civil Rights laws including ADA and Title VI.*

*Fleet maintenance and management planning. Ongoing analysis of fleet condition for City owned, donated and leased vehicles, including knowledge of condition, mileage, etc. with the ability to take this knowledge and create and maintain an asset management plan.*

*Provides representation of the transit system at City Commission meetings, local agency meetings, conferences, coordination meetings, local club meetings, etc.*

*Adapts transit operations to current and future economic development and transportation needs.*

*Monitors relevant industry developments, evaluates their impact on STS operations, and implements policy route and procedure improvements.*

*Evaluates and provides analysis on legislation affecting transportation funding and regulatory compliance and ensures compliance of regulatory requirements. Presents the City's position before appropriate legislative and administrative bodies.*

*Responsible for all procurement; to include items such as contract service with area agencies and local political jurisdictions and coordination of existing service between agencies and the transit system.*

*Initiation and evaluation of eligibility and proper ODOT procurement for purchasing items/services and review of expenditures for compliance and payment approval.*

*Actively pursues appropriate funding sources.*

*Communicate to other City Departments and help to facilitate all facility maintenance as necessary.*

*Ability to make service decisions during inclement weather and communicate the decision to all applicable media outlets and existing contracts, etc. This may occur outside of regular business hours.*

*Advises the Planning Director, City Manager, City Commission, governmental agencies, regulatory boards and various public groups on proposed projects and improvements.*

*Serves as a board member representing the Sandusky Transit System on the Erie Regional Planning MPO Policy or TAC Committee.*

*Responsible for the marketing of the transit system through various media, personal contacts, special promotions, etc.*

*Public liaison to receive and follow-up on comments and complaints.*

*Transit Advisory Committee facilitation and/or participation.*

*Performs any other duties and responsibilities as determined by the Planning Director.*

*Must report for work at required time and date and maintain a responsible attendance record.*

*The ability to follow a supervisor's instructions, tolerates certain levels of stress, and attends work on a punctual, regular basis.*

***Minimum Qualifications:***

*Knowledge of applicable codes, ordinances and laws; knowledge of federal and state grants for public transit systems; ability to administer grants; ability to supervise contractors and employees; ability to interact with City staff, City Commission, local agencies and the public with transportation needs. Prior work experience in transit or transportation field, and ability to formulate and develop plans, policies, and procedures. A minimum of one (1) year working with individuals with disabilities in some capacity*

**Skills and Abilities:**

Analyze and interpret both current and historical information that relates to the research subject.

Organize detailed research notes into logical outline.

Write reports of findings.

Proficiency in excel and PowerPoint.

**Physical Demands:**

*Sedentary Work: Exerting up to 10 pounds of force occasionally. Occasionally: activity or condition exists up to 1/3 of the time), and/or up a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, or pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Seeing. Hearing. Feeling. Reaching. Handling.*

**Environmental Conditions:**

*Inside: Protection from weather conditions, but not necessarily from temperature changes. The worker spends approximately 75 percent or more of the time inside.*

**Reasoning Development:**

*Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusion. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.*

**Mathematical Development:**

*Deal with system of real numbers; algebraic solution of equations; and probability and statistical inference. Apply fractions, percentages, ratio and proportion.*

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**Language Development:**

*Reading newspapers, periodicals, journals, and manuals. Write business letters, summaries, and reports, using prescribed format, and conforming to all rules of punctuation, grammar, diction, and style. Participate in discussion and debates. Speak extemporaneously on a variety of subjects. Read and understand instructions, safety rules, etc.*

**Relationships to Data, People and Things:**

**Data:** *Determining time, place, and sequence of operations or action to be taken based on analysis of data; executing determination of and/or reporting on events.*

**People:** *Speaking-Signaling: Talking with and/or signaling people to convey or exchange information. Includes giving assignments and or directions to helpers or assistants.*

**Things:** *Handling: Using body members, handballs, and/or special devices to work, move, or carry objects or materials. Involves little or no latitude for judgment regarding attainment of standards or in selecting appropriate tool, object or material.*

**Licenses Required:**

*Valid Ohio Driver's License*

**Experience and Training:**

*A bachelor's degree in business, economics, finance, planning, public administration, engineering or related curriculum. Progressively more responsible experience in management, budgeting and grant writing.*

*A minimum of 1 to 3 years' experience managing contracts or staff and dealing with public and multimodal transportation issues. Computer skills necessary with grants management systems OR, an equivalent level of education and experience.*

Hours:

***Normal working hours are 8:00 a.m. to 5:00 p.m. (Monday through Friday). In some cases, the public transit manager may have to work evenings and weekends.***

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