

JOB DESCRIPTION
Public Transit Administrator
Pay Range A5
Department of Community Development

Job Title: Public Transit Administrator

Reports To: Director of Planning

Supervises Directly: None

Supervises through subordinates: None

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:

Develop a business plan for the Sandusky Transit System that includes expansion and improvement of public transportation services as well as a sustainable business model.

Track and evaluate a range of strategies aimed at improving mobility in the City of Sandusky.

Plans, directs, manage and coordinate existing public transit operations and develops comprehensive plans to meet future needs.

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

Oversees selection and acts and manages contract with transportation service provider and provides guidance to insure that service provider is in compliance with FTA & ODOT regulations.

Review, draft and implement, as necessary, policies and procedures for determining the eligibility of persons under federal law, including 49 CFR, Part 37, who shall be authorized to participate in the ADA service, and executing such policies and procedures to certify any such person to receive the benefit of ADA services.

Monitor the transportation provider for compliance with ADA paratransit service.

Review, evaluate and approve Individual Service Plans as they relate to Medicaid transportation services.

Monitor the service provider as it relates to compliance with Medicaid transportation.

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.

Insures that the transit system is prepared for the ODOT triennial review.

Responsible for oversight of 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.

Promotes good communication and improves service to benefit transit system users.

Provides representation of transit system at 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 procurement of contract service with area agencies and local political jurisdictions and coordination of existing service between agencies and the transit system. Actively pursues appropriate funding sources.

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.

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

Ability to define problems collects data, establish facts and draw valid conclusions.

Ability to work and coordinate with other departments on future transportation needs assessment.

Ability to interpret an array of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to identify indicators for evaluating the effectiveness of transportation options and their impact on the community goals.

Ability to understand and communicate effectively in writing and verbally while representing the city at a variety of meetings.

Related and other duties as required.

Responsible to self-initiate activities consistent with the City of Sandusky's and department's goals and objectives.

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.

The avoidance of violent behavior that threatens the safety of other employees.

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 with transportation needs and the general public, prior working 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.

Understand and use the theories and methods of research in your particular field.

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.

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: *Coordinating: Determining time, place, and sequence of operations or action to be taken on the basis of 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 with regard to 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.
