

TRANSIT SERVICE MANAGER

NATURE AND VARIETY OF WORK

This is highly responsible management-level professional, supervisory, and administrative work directing the County's comprehensive transit programs and activities (e.g., Metrobus, Metrorail, ridesharing, para-transit, fringe parking facilities). The position incumbent manages the overall activities of a highly diverse professional, technical, and administrative staff engaged in the regulation, monitoring, review, and general administration of transit related programs and activities. Work includes the continual monitoring and evaluation of programs and projects with extensive latitude for independent judgment and action under general supervision provided by higher level positions within the Department. Work is evaluated based upon the achievement of divisional/departmental policies, goals, and objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists the division/department in the accomplishment of transit related initiatives, programs, and projects.

Manages the overall administration of the County's transit programs (e.g., Metrobus, Metrorail, ridesharing, para-transit, and fringe parking).

Exercise the full range of supervisory duties and responsibilities over subordinate positions.

Presents transit related findings, recommendations, and plans to the Director and executive level officers.

Prepares, reviews, and testifies on transit issues at the County, State, and federal levels.

Serves as the County's liaison with local, State, and federal officials and agencies on transit issues.

Oversees the administration of contracts with consultants and other governmental agencies.

Prepares and justifies annual budgets and grant proposals.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational

category and responsibility level typically associated with the employee's class of work.

KNOWLEDGES, SKILLS, AND ABILITIES

Extensive knowledge of policies, principles, practices, and processes involved in the management of comprehensive transit programs and operations.

Extensive knowledge of mass transit programs and operations.

Ability to review and prepare professional and technical reports and recommendations concerning mass transit programs and operations.

Ability to review and evaluate the work activities of a diverse professional, technical, and administrative staff.

Ability to present program initiatives, proposals, and recommendations to a wide range of community groups and agencies.

Ability to establish and maintain effective working relationships with staff associates, local, State, and federal agencies, County officials, and the general public.

MINIMUM QUALIFICATIONS

Master's degree in Business, Public Administration, Urban/Regional Planning, Environmental Studies, Engineering, or Transportation or a closely related field; plus at least five (5) years of progressively responsible professional experience including at least two (2) years of supervision over a subordinate staff; or an equivalent combination of education, training, and experience that provides the required knowledges, skills, and abilities.

CREATED:5/9/73

REVISED:CB-52-1989