



Transit Manager

Summary

Plan, manage, and direct the operations and services of various City transit-related functions, with an emphasis on public transit, Paratransit, rail service, and related programs; ensure that assigned transit programs comply with federal, state, and local funding requirements and regulatory agency standards; coordinate and/or participate in the planning, development, and implementation of assigned systems and projects; negotiate and oversee work performed by private contractors; and serve as a liaison between assigned transit programs and other transportation providers.

Class Characteristics

General direction is provided by the Director of Public Works and Utilities; responsibilities include the direct and indirect supervision of lower level supervisory, professional, technical, and/or clerical personnel.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Plan, manage, and direct the operations and services of various City transit functions pertaining to public transit, Paratransit, rail service, and related programs; through subordinate supervisors, employees and/or contract staff, oversee and coordinate assigned transit-related operations, ensuring adherence to federal, state, and local mandates.

Plan, develop, and implement goals, objectives, and priorities for assigned operations, programs, projects, and functions; recommend and implement policies and procedures.

Prepare and administer assigned budgets; forecast funds needed for services, equipment, materials, and supplies; perform cost/benefit analyses and funding justifications; represent the City during fund audits.

Negotiate and administer agreements with contractors and others for the provision of services and capital acquisitions; ensure contract compliance; review and monitor the approval of expenditures.

Identify, secure, and administer new and ongoing transit funds through federal, state, and local agencies; develop grant and other funding proposals; research, write, and review requests for proposals/requests for bids; draft, develop, and execute contracts, bids, and cost estimates; determine standards for contractual compliance; coordinate with the City Attorney and other City officials to interpret and implement agreements, as necessary.

Oversee transit marketing, bus stop, rail stop, shelter placement, and related capital projects; coordinate with contractors and consultants regarding planning and marketing programs;

Transit Manager

coordinate the planning and implementation of new schedules and routes; research and oversee the design and production of schedules, brochures, system maps, and other printed materials.

Coordinate routes, schedules, fares, and related matters with inter-county and other transit agencies to ensure City services meet the transit needs of citizens in the most cost efficient manner; represent the City by attending meetings that pertain to federal, state, and local transit systems; give presentations and advice to City officials, committees, and commissions.

Manage the analysis and documentation of environmental impact to ensure transit programs and projects are compliant with federal, state, and local laws and regulations.

Collect and analyze data relating to routes, schedules, ridership, and cost factors; prepare a wide variety of daily, monthly, and annual reports or presentations for federal, state, and local agencies.

Oversee the grants application and management process; ensure compliance with rules, regulations, and requirements of grant funding and grant monitoring agencies.

Monitor federal, state, and local legislation for impacts to transit and paratransit operations and services.

Assign, direct, monitor, and evaluate the work of subordinate staff; develop and supervise staff training programs; direct the development and implementation of management systems, procedures, and standards.

Plan, coordinate, supervise, and participate in complex transit-related studies; analyze issues, identify solutions, and prepare recommendations.

Respond to inquiries and requests for information; resolve service issues and complaints.

Prepare and present City Council agenda items, staff reports, and other necessary correspondence.

Perform related duties as assigned.

Skills/Abilities:

Manage, plan, administer, and supervise the development and operation of municipal transit programs, including bus, Paratransit and rail services.

Effectively negotiate agreements.

Oversee, direct, and coordinate the work of contractors that perform transit related services on a daily basis.

Enforce contract compliance along with incentive programs.

Research new grant opportunities and assemble grant applications.

Must have excellent public speaking skills; represent City as the liaison to the Transit Advisory Committee.

Oversee, direct, and coordinate the work of supervisory and lower level staff.

Understand, interpret, and apply federal, state, and local policies, laws, and regulations.

Understand, interpret, and apply administrative and departmental policies and procedures.

Work with City school districts on related projects.

Must be self-motivated with excellent organization skills and interpersonal skills.

Analyze issues, evaluate alternatives, and reach sound conclusions.

Research, assemble and present written or oral reports including data and recommendations; make effective presentations to senior management, public groups and/or City Council.

Perform routine accounting and financial auditing duties.

Represent the City to outside agencies and the public in a positive and effective manner.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit; use the computer keyboard and mouse, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell; stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee may occasionally be exposed to outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic and/or caustic chemicals, and vibrations. The noise level in the work environment is usually moderate, but at times may be high.

Qualifications

Knowledge of:

Operational characteristics, services, and activities of public transit systems.

Advanced administrative principles and methods including budgeting, procurement, human resources management, marketing, and information management.

State, local and federal laws, regulations and guidelines pertaining to public transit safety, operations, claims, and grant allocations.

Transit planning, schedule writing, promotional methods, and associated tasks.

Administration and operation of public passenger transportation systems and related safety procedures, rules, ordinances, regulations, and traffic laws.

Principles, practices, and terminology related to lease and contract administration.

Principles and practices of grant development, application, and administration.

Principles and practices of employee supervision, training, and leadership.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, urban planning, transit or transportation management, or a related field. A Master's degree is desirable.

Experience:

Five years of progressively responsible, professional public sector experience involving public transit systems, including at least five years in a supervisory capacity.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Reestablished: 02/25/08

Established:

Resolution #: 2021-123 N.C.S.

Revised: 08/02/21

Department: Public Works & Utilities

FLSA Status: Exempt