

Community Connection of Northeast Oregon, Inc.
Position Description
TRANSIT MANAGER
Salary Range 35 (\$4,958 - \$7,057 per month)

Position Classification	
Salary -----	X
Hourly	
Overtime Exempt-----	X
Overtime Non-Exempt	
Safety Sensitive	

GENERAL STATEMENT OF DUTIES

The Transit Manager is responsible for the day-to-day operations of transit services, including staffing, safe and efficient operations, and fleet management, while delivering consistent, quality services within budget. The manager conducts extensive planning, funding, and program development, and outreach to passengers, partners, and stakeholders related to transit services. He or she will become and continue to be knowledgeable of current federal, state, and local regulations, best practices, and trends.

SUPERVISION RECEIVED

The individual in this position works at the pleasure of and under the direction of the Executive Director. Supervision is general, relating to policy, budget, management, and integration of public transit into the agency's other interests. Most day-to-day operation is delegated to the Public Transit Manager.

SUPERVISION EXERCISED

Supervises 10-15 staff members (assistant manager; transit drivers, paid or volunteer; dispatchers; and transit operations assistants).

TYPICAL EXAMPLES OF WORK

1. Oversees day-to-day operations of deviated Fixed Route, Non-emergent Medical Transportation, Demand Response, Contract, Charter, and Intercity/Interstate connections at the Northeast Oregon Public Transit hub.
2. Working with cities, counties, ODOT, and the FTA, conducts comprehensive planning efforts and service design. Assesses mobility needs and, working with the Transit Advisory Council(s), Transit Program Manager, and the Executive Director, establishes goals and objectives to meet identified needs.
3. Become and remain knowledgeable of federal, state, and local regulations, trends, and best practices related to public and special needs transit.
4. Effective working relationships at the local, regional, and state levels are essential. Ongoing participation in local groups with partners is required (LCAC and Interagency Resource Council, for example). Must be savvy and tactful in the political environment.

5. Assist in the development of procedures to ensure that policies and related procedures are complied with.
6. In conjunction with administration staff, develops and maintains a balanced budget, including preserving current revenue streams and developing new revenues.
7. Develop applications for Federal, State, and other grants as applicable. Negotiates fee-for-service contracts with approval from the Executive Director. Ensures compliance with contractual obligations, including federal and state grants, contracts, and private fee-for-service agreements.
8. With approval from the Executive Director, hires, schedules, supervises, disciplines, and evaluates transit staff in Union County; ensures that local staff is adequately trained. Works with the agency's Designated Employer Representative (DER) to ensure compliance with all Federal Transit Administration (FTA) and Department of Transportation (DOT) drug and alcohol regulations, including pre-employment, random, reasonable suspicion, and post-accident drug and alcohol testing in Union County.
9. Actively and regularly participates in the agency's Safety Program Committee, with the main objective of assisting in the reduction of the overall accidents and incidents in the transit program.
10. Oversee and ensure that basic agency functions are maintained in Union County Public Transit. This includes but is not limited to the timely and accurate submission of bank deposits; preparation of daily, weekly, monthly, and quarterly reports; accurate inventory control over preprinted tickets; preparing driver route bags. Completes and submits in an accurate and timely manner written reports, including accident, incident, complaint, safety committee, data collection, and accounting. Performs spot audits for accurate record keeping and regulatory compliance.
11. Ensures that public transit assets are maintained in a state of good repair, including (but not limited to) the transit hub, revenue service vehicles, bus shelters, bus barn(s), and all associated equipment, consistent with the best practices of the industry. Anticipates and plans for periodic replacement of capital equipment. Works closely with the Executive Director and Fiscal Manager to ensure compliance with Federal, State, and Agency procurement policies.
12. Performs outreach and marketing to build participation, awareness, and visibility of transit programs.
13. Follows agency policies and the Executive Director's direction and enforces the same with subordinate staff members.
14. Travel within the region and occasionally in or out of the state. Attend meetings, conferences, and training courses as necessary and/or required.
15. Other duties as assigned.

REQUIRED EDUCATION AND TRAINING (including Accreditation and/or Licensing)

- ~ A college education in a field related to planning or administration is desirable; however, a combination of a high school diploma or GED plus three years of public transit operations or related experience that demonstrates the ability to perform the work may be substituted.
- ~ Transportation experience or any other related work experience is desirable.
- ~ Must complete FTA training, including Substance Abuse Awareness and Reasonable Suspicion.
- ~ Education and/or experience in a supervisory role is desired.
- ~ Experience working with the public, especially with the senior community, is highly desired.
- ~ Other training as needed.
- ~ A valid Oregon Driver's License is required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

the body of information you have that can be applied in helping you to do the job

- ~ Knowledge of state and federal transportation program rules and regulations.
- ~ General knowledge of standard office procedures.

Skills:

the quantifiable and measured handling of things, data, or people, either verbally, manually, or mentally to accomplish an objective

- ~ General computer skills, including but not limited to Microsoft Word and Excel, typing, and data entry.
- ~ Critical thinking skills and analytical skills required. Must be self-directed, have good time management and organizational skills.
- ~ Exceptional people skills are crucial, including the ability to solve people problems.

Abilities:

the capacity to perform or to express a given skill

- ~ Demonstrate the ability to apply the required knowledge and skills listed to a positive work outcome.
- ~ Must possess strong writing and communication skills.
- ~ Proficient typing and data entry speeds (approx. 40 wpm).
- ~ Proficient in the use of office machines such as fax machines, copiers, multi-line phone systems, and calculators.
- ~ Demonstrate the ability to lead/supervise staff in person and on the phone.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- ~ Position predominantly requires sitting, but will also include the following: standing, walking, bending, lifting, twisting, carrying, kneeling, pushing, and pulling.
- ~ Ability to lift up to 50 lbs. to move file boxes or office equipment, as needed.
- ~ Noise environment is that of a busy office environment.

~ Traveling to appointments and/or meetings may result in longer periods of sitting while driving or riding in a vehicle.

Must pass a pre-employment drug test and criminal history background check.

Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

If you need assistance or an accommodation due to a disability, you may contact us at jobs@ccno.org or you may call us at 1-541-963-3186.
