

MAJOR FUNCTION

This is responsible administrative and professional work directing the planning, revenue collection, and financial activities of the department. An employee in this class oversees and coordinates planning projects, budget and grant preparation and other reporting requirements, and manages the departmental financial and revenue collection activities. Work is performed under the general administrative direction of the Director-Transit. The incumbent is expected to exercise independent judgment and initiative and the work is reviewed through conferences, analysis of reports and recommendations, and through evaluation of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, directs, trains and supervises subordinates in the Transit Planning Division, and coordinates planning activities of the Transit Planning Division, including Transit Development Program and alternative Mode Study to effectively implement the City's transportation policies. Oversees the responsibilities associated with revenue collection, ticket and transfer ticket inventory and related equipment installation and maintenance. Coordinates and ensures the department's compliance with the annual budget process analysis requirements, assess revenue, and program plans for the department. Manages department's statistical/financial activities, e.g., data collection, project control system and budget management. Oversees submittal of federal/state reporting requirements, e.g., DBE, Section 15, Section 504, Financial status reports/draw downs, TIP, Title VI, EEO, etc. Oversees federal/state grant development including funding requirements, submittals, implementation and administration of grants. Develops policy and procedures for Transit Planning and makes recommendations on departmental policy and procedures. Ensure department compliance with applicable federal, state and city regulations and policies. Serves as project manager on expansion projects. Manages the use of scheduling software. Coordinates with other divisions, departments, agencies and organizations to promote transit usage. May serve as Department Director as needed. Recommends the hire, transfer, discipline, grievance resolution and discharge of employees. Conducts performance evaluations, and recommends approval or denial of merit increases. Performs related work as required.

Other Important Duties

Coordinates staff assistance to the Transit Advisory Committee. Develops and coordinates special projects, preparation of reports and audits. Prepares City Commission agenda items. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of federal, state and city transportation policies and regulations. Thorough knowledge of budget preparation, accounting, and sound management procedures. Considerable knowledge of data base management systems. Knowledge of the principles of supervision, training and performance evaluation. Ability to plan, schedule, and review the work of subordinates in a manner conducive to full performance and high morale. Ability to organize material and analyze a wide variety of facts and to develop appropriate recommendations. Ability to exercise independent judgment. Ability to express oneself clearly and concisely orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of personal computers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a master's degree in mass transit, urban or regional planning, business or public administration, finance or a related field and four years of professional transportation planning experience; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment. (At the department director's discretion, the noted license may not be required.)

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