

Southeast Alabama Regional Planning & Development Commission

Transportation Director

Job Summary

Prepares and maintains agency and federal budgets yearly for Section 5311 Rural, 5307 Small Urban, and other federal grants for funding. Prepares, maintains, understands and participates in transportation planning documents and processes (HSCTP, RPO, MPO, etc.). Must understand state bid laws, federal register and state and federal audit procedures. Generates revenue by marketing and selling Wiregrass Transit Authority services to potential customers, local population, businesses, social service agencies and organizations by conducting workshops and giving presentations. Serves on various boards and committees. Attends meetings, conferences and workshops relating to the job in order to promote public transportation and SEARP&DC and to bring back new, innovative ideas. Develops new routes and supervises staff working hours, leave time and signs time cards. Supervises all subordinate personnel including Assistant Director, Driver Supervisors, Schedulers, Dispatchers, and Bus Drivers.

Job Domains

A. Supervisor

1. Oversees the overall operation of public transit.
2. Oversees all department personnel ensuring staff follows agency policies and procedures.
3. Ensures staff handles public professionally and equally.
4. Ensures subordinates prepare neat accurate and reports on time.
5. Interviews new hires, temporary staff and volunteers.

B. Management

1. Plans budgets of various local, state and federal agencies.
2. Prepares and oversees grants and planning documents relating to transportation (i.e.--FTA Section 5311 Rural, 5307 Small Urban, Human Services Coordinated Transportation Plan, Rural Planning Organization, 5310 Clearinghouse & Other Federal Grants).
3. Oversees marketing program to promote the transportation program.
4. Maintains up-to-date office policies and procedures.
5. Promotes an active Transportation Steering Committee.
6. Supervises all transit personnel.

C. Public Relations/Service

1. Plans and conducts public transit awareness events.
2. Gives presentations to churches, civic clubs and social services.
3. Develop and write public service announcements for newspaper, radio and television in relation to the job.
4. Attend workshops and conferences in relation to the job.

Knowledge, Skills and Abilities

1. Skills to converse with agency personnel and the general public.
2. Accounting skills for budget preparation and understanding of basic arithmetic functions.
3. Skills to neatly and clearly complete various records and reports.
4. Ability to understand reports, instructions, and correspondence.
5. Interpersonal skills to manage and coordinate various resources.
6. Knowledge of Federal, County and department rules, regulations, policies, and procedures.

Other Characteristics

1. Willing to work non-standard hours as necessary for festivals and special events.
2. Willing to travel to meetings and seminars as necessary.
3. Other duties as deemed necessary.

Minimum Requirements

Requirements include a Bachelor's degree in public administration, business administration, planning, transportation or related field required plus experience in public speaking, budgeting, finance, and staff supervision. Master's degree desired. Must have a current driver's license.

TO APPLY: Please visit the employment page at www.searpdc.org for REQUIRED application or call 334-794-4093 ext. 1415 for more information. Please note that Transcripts are REQUIRED to apply for this position. Applications must be received by close of business 11-29-17.

Sending Application

Mail: Human Resources/Confidential, PO Box 1406, Dothan, AL 36302

Email: areed@searpdc.org

Fax: [334-794-3288](tel:334-794-3288)

EOE/E-verify

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| Posted: 11-3-17 Closes: 11-29-17 |
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