

Southeast Alabama Regional Planning and Development Commission

TRANSPORTATION DIRECTOR

JOB SUMMARY

Under general direction of the Executive Director, is responsible for the management and operations of the Wiregrass Transit Authority. Responsible for writing and administering Federal Transit Administration grants, budgeting and financial management (including reporting), program planning and implementation, marketing, pursuing and acquiring transportation contracts, and pursuing revenues sufficient to maintain a viable program. Prepares and submits all grant applications for all current and active DOT programs within the agency. Prepares annual master plan and budget; Prepares and submits monthly invoicing in conjunction with fiscal department. Selects and supervises professional/support staff; acquires necessary facilities, equipment, and operating supplies; prepares a variety of reports; monitors budget; develops community support for program; and performs other related duties as requested. Responsible for the administration of the USDOT mandated drug and alcohol testing program.

DUTIES AND RESPONSIBILITIES

Program Management

Prepares and submits National Transit Data Base reporting annually and maintains these metrics throughout the year. Prepares quarterly and annual reports of total program, including complete statistics on all program components; submits to appropriate agencies. Evaluates progress of program in meeting objectives and makes necessary adjustments. Prepares and submits monthly and/or periodic invoices for all contracts in conjunction with fiscal director and accounting department.

Program Planning & Development

Confers with Executive Director to plan for the administration of the Wiregrass Transit Authority program with oversight provided by SEARP&DC Board. Researches demographic and programmatic data; coordinates transportation services and contracts with service agencies; pursues fare box revenues and other revenues to, at least meet, program requirements; writes and submits grant applications to state agencies (primarily the Alabama Department of Transportation). Formulates bid specifications under the provision of State of Alabama and federal procurement policies; procures necessary equipment (vehicles, office, maintenance); plans and maximizes routes; conducts technical studies. Researches and evaluates opportunities for new grants. Prepares and submits all grant applications for all current and active DOT programs within the agency.

Personnel Management

Provides resources for training and development of personnel in all positions. Maintains required personnel records on all staff in conjunction with Human Resources. Approves time sheets and leave requests of workers. Monitors general level of morale and job satisfaction and resolves developing problems as soon as possible with guidance from agency H. R. Director. Performs annual appraisal of all employees following prescribed guidelines; reviews appraisals with employees.

Community Relations and Support

Establishes Public Awareness and Community Relations campaign to maintain community support. Meets with area business and government leaders & citizens to establish and maintain community program support; may speak to interested groups. Approves, with concurrence of Executive Director, all news releases related to transportation activities. Attends programs and meetings designed to enhance and further the cause of the transit program. Performs other related duties as requested.

JOB SPECIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of complex and multi-tiered organizations. Comprehensive knowledge/experience in dealing and complying with federal and state regulations, policies and guidelines. Knowledge of theories, concepts, and techniques of organizational management and the ability to put these theories into practice. Knowledge of public agency administration, including safety and risk mitigation. Knowledge of general/governmental accounting principles and the ability to apply this knowledge to the financial operations of the organization. Knowledge of concepts and techniques of personnel management including selection, training, appraisal, compensation, and EEO. Writing skills to develop proposals, policies, guidelines, media releases, and related documents. Comprehension skills to understand and respond to present, evolving and emerging policy issues. Strong administrative and organization skills. Technical skills to be fully proficient in the use of personal computers, two way radios, tablet devices, and Microsoft Office applications (Word, Excel, PowerPoint, Outlook and Access). Analysis and planning skills to develop forecasts, budgets, policies, strategies, and various types of plans to facilitate program. Ability to communicate to external groups including local community and business groups as well as elected officials. Ability to deliver presentations, negotiate, counsel and respond to a variety of people. Understand and practice the concept of a “servant leader”.

Credentials and Experience. Bachelor's degree in engineering, transportation planning, public administration, urban/community planning, or business administration. Three to five years' experience in transportation, engineering, or business management OR appropriate combination of education and experience.

Special Requirements. Possess valid Alabama driver's license and be willing to acquire a commercial driver's license. Be willing to travel to professional meetings/workshops. Be willing to work irregular hours as duties demand.

TO APPLY: Please visit the employment page at www.searpdc.org for REQUIRED application or call 334-794-4093 ext 1415 for more information. Applications must be received by 10/19/2021.

Sending Applications:

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

Email: tbrown@searpdc.org

Fax: 334-794-3288

Please note that Transcripts are REQUIRED to apply for this position.

EOE/AA/E-verify

Posted: 10/19/2021

Closes: Until filled