



<b>Job Title</b>	Transit Systems Manager	<b>FLSA Status</b>	Exempt
<b>Band</b>	MGR	<b>Probationary Period</b>	12 Months
<b>Zone</b>	6	<b>Job Code</b>	12825

**Class Specification – Transit Systems Manager**

<b>Summary Statement:</b>	
<p>The purpose of this position is to lead, direct, manage, supervise, and coordinate the activities of the City’s Transit Services Division in accordance with the direction of the City’s executive management team and aligned with the needs and desires of the community. This is accomplished by receiving and interpreting direction from the City’s executive management team and implementing actions plans; aligning transit’s mission and goals to efficiently provide public transportation service; ensuring the delivery of cost-effective transit service; developing and administering the annual operating budget; representing the City’s interests with transit related community groups; and supervising and motivating the Transit’s work groups including: administration, planning, finance, contracts, information systems, operations and dispatch, facilities, fleet, ride-sharing programs, and public relations.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
20%	Attends executive management meetings to communicate and coordinate Transit’s activities and goals; provides strategic planning in alignment with City goals; and establishes and ensures implementation of work plans, programs, and activities.
15%	Oversees and participates in developing and negotiating contracts for transit fixed route bus operations, ADA para-transit, other specialized transportation services; and purchasing and maintaining vehicles.
15%	Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and actively seeks knowledge of and applies advances in industry best practices.
15%	Oversees and participates in the development of the Transit’s multiple budgets; forecasts funds needed for staffing, service contracts, system and facility capital improvements, equipment, materials, and supplies; monitors and approves expenditures; and implements adjustments as necessary when appropriate.
15%	Represents the interests of Transit and the City for various government entities, councils, committees, and community groups; negotiates and resolves controversial issues; and responds to media inquiries.



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20%	Selects, trains, motivates, and evaluates transit program personnel; sets division-level policies; and coordinates direction of multiple workgroups. Establishes, ensures implementation of, and monitors the progress of work plans, programs, and activities.
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<b>Competencies Required:</b>	
Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate – Ability to deal with a system of real numbers, and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Advanced – Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

<b>Technical Skills Required:</b>	
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.	

<b>Relevant Background and Formal Education:</b> Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Bachelor’s degree from an accredited college or university with major coursework in transportation planning, public administration, or a related field.	
Experience: Five years of full-time responsible experience in public transportation planning, transit programs, or a related field, including three years of administrative and/or supervisory experience.	



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**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.  
 Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**  
 Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

**Supervision Received:**  
 Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**Fiscal Responsibility:**  
 This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

**Physical Demands:**  
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never



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**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: September 2014