



Transit Manager

Department: Public Works/Transit
Salary: up to \$75,200/yr + benefits
Deadline: Open until filled



JOB SUMMARY: Responsible for transit services and related transportation demand management activities for Greeley Evans Transit. Responsibilities include: overseeing annual budget of \$2.5 million including operational and strategic planning, budgeting, grants management, and marketing; monitoring performance of the Transit Services Division and implements changes as needed, including management of 45 employees; oversight of organization development including supervisory training, identifying expected outcomes and approving work management plans.

Additionally, the Manager is responsible to integrate alternative transportation within the City and facilitates regional transportation; ensure that the division mission, values, objectives, and policies are well defined and are communicated and executed; work closely with regional Metropolitan Planning Organization on transit related issues and funding including development of Transportation Improvement Programs; provide staff support to the Citizen Transportation Advisory Board and the Commission on Disability; review development for accessibility to alternative transportation, and handle Para-Transit appeals. Represents transit services to City Council, advisory boards, etc.

REQUIRED EXPERIENCE/SKILLS

- Bachelors Degree in business management, public administration, or transportation planning desired.
- 3+ years in progressively responsible administrative or management positions related to transportation services.
- Knowledge of transit services in an urban setting.
- Knowledge of business principles, budgeting, grants management, and project planning.
- Knowledge of transportation planning including medium range operational and strategic plans.
- Knowledge of City and FTA Policies and regulations as they relate to preparing specifications, scope of services, contracts, and documentation related to transit

ESSENTIAL FUNCTIONS - ABILITY TO:

- Provide strategic planning, budgeting, grants management, financial planning and marketing for Transit Services.
- Ability to do capital budgeting and cost/ benefit analysis.
- Effectively negotiate contracts, pricing agreements, and scope of services.
- Oversee organization development including supervisory training identifying expected outcomes and approving work management plans.
- Speak and write eloquently to provide accurate information regarding alternative modes among the community leaders and public.
- Develop policies and procedures and reporting formats.
- Establish and maintain good relationships with department directors, employees, general public, regulatory agencies and policy-making bodies.
- Solve complex problems involving service delivery, funding, coordinating alternative analysis, prioritizing projects, etc.
- Ability to allocate costs between operations, maintenance, and transportation modes for equity and efficiency.
- Develop measurable goals for Transit Division and monitor

performance.

- Develop and implement programs and service changes.
- Establish organizational structure staffing, and work assignments.
- Effectively supervise, directly and indirectly, a staff of 40+ employees including hiring, performance management, discipline and due process, and termination.

WORK ENVIRONMENT:

Includes on-site work in office areas, maintenance areas, and transit routes. This is primarily a sedentary office position, however the Transit Manager may be required to respond to the field upon occasion. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually quiet.

PHYSICAL REQUIREMENTS:

This is a safety sensitive position and does require random drug testing as prescribed by the Federal Transit Authority. Must be able to respond on-site to incidents and emergencies. While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear; occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

It is the policy of the City of Greeley to provide equal employment opportunities for all qualified individuals including those with disabilities. The City of Greeley will provide whatever accommodation it deems reasonable to enable such qualified individuals to perform the essential functions of the job. Positions with the City of Greeley may require a criminal background investigation and credit history, otherwise known as an "investigative consumer report". If you are being considered for a position with the City, this may be part of a conditional job offer and must be satisfactorily completed prior to hire. The City of Greeley adheres to federal requirements pertaining to the Family and Medical Leave Act. A summary of the Employee Rights and Responsibilities under the FMLA is available upon request. EOE/ADA
TO APPLY: A completed application form is required for all positions. Applications are available on the employment page of the website at www.greeleygov.com/hr or at City Hall (address above). Applications must be received before 5:00 p.m. on the deadline date.