

# MEDINA COUNTY COMMISSIONERS

Job Description  
Transit Director  
Transit Department



## SUMMARY

The Transit Director works under the administrative direction of the Board of County Commissioners and the Ohio Department of Transportation (ODOT), Office of Transit, to direct and oversee the business and operations of Medina's transit system. Administers transit operating contracts, including direction and supervision of operations, financial matters, and performance; Administers and implements transit capital programs; Plans, develops, and implements various transit marketing programs; Monitors performance of transit system; Works with local agencies to provide efficient public transportation services; Makes presentations to Board of Commissioners and public groups; Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

## PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Write, amend and administer policies and procedures to ensure compliance with established statutes and requirements of regulatory agencies (i.e. ODOT, FTA, Board of Commissioners, ADA). Plan and assess long and short-term goals and objectives for revenue service, revenue service modifications, revenue rate structures, eligibility guidelines, and personnel and fleet requirements and attainment of goals and objectives. Develop and monitor annual operations and capital budgets. Review transportation activities, costs of operations fleet maintenance and insurance costs. Develop reports based upon financial and operating data for ODOT and Board of Commissioners. Assesses unmet transportation needs. Negotiate, administer, and monitor contracts and amendments with agencies and providers.
- II. Hires staff necessary to meet mission and goals of department. Counsels and recommends discipline and termination of staff. Evaluates performance of supervisors and administrative staff. Reports FTA Substance Abuse Testing Program. Participates in the negotiation process. Administers terms and conditions of collective bargaining agreement. Responds to employee grievances.
- III. Seeks funding sources. Writes and submits appropriate grant applications for funding operations, vehicles, facilities, and equipment procurement. Completes all reports as required by funding sources. Conducts public meetings as needed. Makes presentations to local officials, the advisory Consortium, civic organizations, the media, and the public. Builds and maintains strong relationships with local officials, agency directors, and the public. Monitors customer service and satisfaction.
- IV. Possesses a clear comprehension of the operation of the overall system to meet the needs of passengers and sponsoring agencies. Executes driver manifests, dispatch records, trip reservations cancellations, and changes to the daily schedule using MPT computer software. Plans all routes for the most efficient and effective use of personnel and vehicles.
- V. Effectively communicates transportation philosophies. Adheres to the policies and standards adopted by the Board of Commissioners, contract agencies, and other governmental agencies. Maintains appearance of all facilities and vehicles in such a manner as to enhance the prestige and dignity of the department.

Class #: 63175C    Class Title: Transportation Services Director    Position Control #: 10208.0    Unit:  
Normal Working Hrs : Fr : 8 am to 4:30 pm    Division:  
County of Employment: Medina County    Working Title: Transit Director    Pos. # & Title of Supervisor: 63313C – County Administrator

**Class Title/Position & Number of Position(s) Supervised:**

**Vehicle Operator 1 – 54441C – #41**

**Vehicle Operator 2 – 54442C – #20**

**Statistics Clerk – 12121C – #1**

**Radio Dispatcher – 10201C – #1**

**Administrative Assistant – 63121C – #1**

**Vehicle Operations Supervisor – 54445C – #1**

**Equipment Maintenance Supervisor – 52170C – #1**

County Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

Appointing Authority: \_\_\_\_\_

Date: \_\_\_\_\_

	<b>KNOWLEDGE ^ SKILLS ^ ABILITIES</b>	<b>PRINCIPLE DUTIES</b>
Knowledge:	(1) Management principles; (2) Employee training and development; (3) Vehicle specifications & acquisition; (4) Safe Operating procedures; (5) Grant funding requirements; (6) Capital & operational budgeting; (7) Departmental/state/county policies and procedures*; (8) State purchasing processes; (9) Staff scheduling; (10) Computer software;	Fleet requirements maintenance & acquisition;  Hire, counsel, discipline, evaluate performance;  Collective bargaining agreement ;  Statute & regulatory compliance  Establish revenue rate structures;
Skills:	(11) Define problems, collect data, establish facts & draw valid conclusions; (12) Maintain accurate records; (13) Grant writing; (14) Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar; (15) Communicate orally in the English language with customers, clients, and the public in face-to-face, one-on-one settings, in group settings, and using a telephone; (16) Evaluate county public transportation needs, barriers, opportunities; (17) Build & sustain employee morale;	Labor negotiations;  Write grant applications;  Completes reports;  Builds & maintains relationships;  Plan routes;  Effectively communicate;  Develop / monitor annual operational & capital budgets
Ability:	(18) Work cooperatively with staff & clients; (19) Prepare/ complete paperwork mandated by federal, state & local agencies*; (20) Function independently; (21) Personal integrity to work effectively with clients & staff; (22) Talking, hearing, standing, walking, using stairs, sitting; using hands to finger, handle or feel objects, tools, or controls; reaching with hands & arms; (23) Safely operate motor vehicle;	Conduct public meetings, make presentations;  Monitor customer service ;  Adhere to policies & standards;  Maintain appearance of facilities & vehicles;  Operate buses, vans, etc. ;  Maintain driver manifests, dispatch records,  Make trip reservations & cancellations;  Negotiates, administers, & monitors contracts with agencies and providers;  Utilize computer to enter data;

\*Learned after employment

## **MEDINA COUNTY POSITION DESCRIPTION ADDENDUM**

### **MINIMUM CLASS REQUIRMENTS**

- 1) Bachelor's Degree in public or business administration, engineering or a related field of study;
- 2) Five years of executive level experience in public or private transit systems management, including experience in transit operations and planning.
- 3) Other combinations of experience and education which meet the minimum requirements may be substituted
- 4) Valid Ohio Driver's license (CDL-P a plus)
- 5) Acceptable driving record.
- 6) Personal insurance coverage.

### **COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to travel independently.
- Talk or hear, stand, walk, use stairs, sit; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Capacity to plan, develop, and implement various transit marketing programs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to effectively present information and respond to questions from clients.
- Ability to administer transit operating contracts, including direction and supervision of operations, financial matters, performance and maintaining working relationships with operating companies.
- Ability to administer and implement Transit capital improvements.
- Competence to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Capacity to relate to and work well with staff.
- Maintain automobile insurance coverage and have access to an automobile.
- Experience in public or private transit systems management, including experience in transit operations and planning.
- Knowledge of supervision, training and development.
- Ability to establish positive client relations.