

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

JOB DESCRIPTION

DIRECTOR OF REGIONAL TRANSIT SERVICES [Exempt]

SUMMARY OF POSITION

Directs the activities of the urban and rural transit program, including the development, maintenance, and implementation of the regional transit plan; supervises program employees; and coordinates activities with other regional council departments.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Executive Director
2. **Directs:** Program personnel.
3. **Other:** Has direct contact with local, state, and federal agencies and officials, as well as the general public.

EXAMPLES OF WORK

Essential Duties*

- ❖ Supervises transit staff, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, firing, and disciplining;
- ❖ Must be flexible to work evening and weekend hours as required;
- ❖ Compiles the comprehensive transit planning portion of the annual work program for the regional council;
- ❖ Implements the overall transit program;
- ❖ Implements new or modified transit planning programs, systems, policies, and procedures;
- ❖ Implements regional operations, such as scheduling, fare structure, routing, and training to achieve program objectives;
- ❖ Implements the development, and evaluation of highly technical studies, reports, and analysis related to regional transportation planning and engineering, including developing and implementing technical models and systems, and analyzing and evaluating study results;
- ❖ Develops and administers the programs budget, forecasts additional funds needed for staffing, equipment, materials, and supplies as necessary, monitors expenditures, and makes recommendations on mid-year corrections as appropriate;
- ❖ Implements the development of transit work plan, including assigning, reviewing, and evaluating work activities, projects, and programs;
- ❖ Provides administrative and technical assistance to local governments in the areas of transit;
- ❖ Provides proposals for grants and contracts related to regional transit projects;

*For the purpose of compliance with the Americans with Disabilities (ADA).

- ❖ Analyzes regional transit development problems and makes recommendations on how the regional council can assist local governments in responding to them;
- ❖ Assists in negotiations with funding agencies at the state and federal levels, with area elected officials and private firms, and before the general public;
- ❖ Maintains current knowledge of laws, regulations, assistance programs, and financing methods in the transit area;
- ❖ Prepares special reports and plans, and carries out special projects as assigned by the Director of Regional Planning & Services;
- ❖ Attends conferences, seminars, and workshops as needed;
- ❖ Assists in program activities with those of other departments and outside agencies and organizations, provides staff assistance to the regional council's membership, and prepares and presents staff reports and other necessary correspondence;
- ❖ Ensures that contractual obligations with outside service providers are appropriately fulfilled and reviews and approves work products and contractor payments; and
- ❖ **Other Important Duties***
Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: principles and practices of transit operations, planning; methods of public agency administration; public agency organization, including policy and procedure development; principles and practices of budget development and administration; federal transit rules and regulations; sub contractor performance standards; and public transportation programs.

Skill/Ability to: identify transportation service needs and prepare and implement related work plans; supervise, train, motivate, and evaluate employees; interpret applicable laws, rules, and regulations; prepare and analyze complex transportation reports; develop and administer departmental budget; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with regional council committee members, employees, public officials, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in planning or a related field, including one (1) year of administrative and supervisory experience; *or* high school graduate, or its equivalent, plus at least three (3) years of increasingly responsible transit operations and planning experience or related field, including administrative and supervisory experience; *or* any equivalent combination of experience and training which provides the required knowledge, skill, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid/Current Texas Drivers License. This position is classified as a safety sensitive position in accordance with FTA's 49 CFR Part 40.

Employee's Signature	Supervisor's Signature

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