

TRANSIT DIRECTOR

Oneida/Vilas Transit Commission

Seeking qualified person to provide primary leadership and management of public transit operations in Oneida/Vilas Counties. Responsibilities include, but are not limited to: Managing County/State /Federal financials, grants, personnel, reporting, record keeping, annual budget, transit services, fleet maintenance/acquisition, and public relations. Director reports to, and works with the Transit Commission in the development and implementation of transit services, goals, budget, policies, procedures and priorities. For job description and application instructions search for Job ID 102091 at www.transittalent.com OR djacobson@co.oneida.wi.us

ONEIDA VILAS TRANSIT COMMISSION DIRECTOR JOB DESCRIPTION

GENERAL JOB DESCRIPTION: Primary leadership and management of public transit operations within two rural counties in northern Wisconsin including, but not limited to: County, State and Federal grants, personnel, reporting, financials, record keeping, annual budget, transit services, fleet maintenance/acquisition, and public relations.

DUTIES AND RESPONSIBILITIES:

1. Provides primary leadership and administrative direction for all transit operations.
2. Prepares, recommends, and monitors annual budget and maintains operations within budget parameters.
3. Complies with Federal and State Public Transit rules, regulations, applications and reporting requirements.
4. Reports to, and works cooperatively with the Transit Commission in the development and implementation of transit services, goals, budget, policies, procedures and priorities.
5. Recruits, interviews, hires, trains, schedules, supervises and evaluates all personnel in accordance with personnel policies.
6. Ensures employees receive ongoing and appropriate training related to safety and job responsibilities.
7. Collects data related to local transportation demand and works cooperatively with partners and Transit Commission to develop a service plan to best meet needs within budgetary and grant restrictions.
8. Insures all vehicles and inventory are routinely maintained to meet operational requirements, approves repairs and develops/follows a fleet replacement plan.
9. Develops and maintains a cooperative working relationship with Vilas and Oneida Counties, community agencies, private transportation providers, and the general public.
10. Manages public relations and marketing strategies.
11. Any other duties as assigned.

Education and Experience:

- Bachelor's Degree in business or transit management and/or public administration, or related field; and one (1) year experience in transit operations preferred.
- Or Associates Degree or High school diploma with five (5) years of management experience preferably in transit operations.

Skills/Abilities:

- Proven experience in developing and managing budgets including reading financial reports and maintaining operations within budget.
- Demonstrated ability to build and maintain a motivated staff team.
- Work cooperatively with a commission/board to meet agency goals.
- Ability to work with the commission and other stakeholders to analyze transportation needs, create priorities and develop the most economical service plan within budget restrictions.
- Experience complying with government grant regulations.
- Ability to analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action
- Strong organizational skills with ability to be self-directed, set priorities, and perform detailed work accurately, and within time limits in an ever-changing and flexible environment.
- Exercise sound, independent judgment within general policy guidelines.
- Computer literate with experience using Microsoft programs at a minimum.
- Communicate clearly and concisely, orally and in writing, including public speaking.

CONDITIONS OF EMPLOYMENT

- Must have a driving record clear of revocations, suspensions, and cancellations for the past three (3) years.
- Must satisfactorily complete background examination and drug testing (Will be subject to random drug testing throughout employment.).
- Possession of a CDL with passenger endorsement is desirable but not required.

HOW TO APPLY

Submit a cover letter, resume and salary requirements to:

Transit Director Search
c/o Oneida County Department on Aging
100 West Keenan St
Rhinelander WI 54501

Questions: Dianne Jacobson, Oneida County Department on Aging Director
djacobson@co.oneida.wi.us or 715-369-6170