

Regional Transit Job Announcement

2810 O Street, Sacramento CA 95816 (916) 556-0298 www.sacrt.com

Director, Transportation Internal / External

Salary: \$107,784 - \$150,864 annually
(Plus Excellent Benefits)

Posting Date: March 16, 2017 (Thu)
Filing Deadline: April 5, 2017 (Wed)

SUPPLEMENTAL QUESTIONNAIRE AND OFFICIAL DMV PRINTOUT ARE REQUIRED AT THE TIME OF APPLICATION

BRIEF DESCRIPTION

The purpose of this position is to manage and direct the activities of the Bus Transportation and Community Bus Services (CBS) departments and to fully support the goals and objectives of both the Operations Division and the District. This is accomplished by supervising staff, preparing and monitoring the department budget, developing and managing programs, policies, and procedures, directing the provisions of Demand Response service, developing service integration and optimization plans, coordinating vehicle maintenance, monitoring facility condition and needs, assisting in procuring new buses, interpreting and administering union contracts and providing field customer service. Other duties include responding to, containing, and managing emergency situations, participating in District and department training opportunities and programs, completing special projects, representing the Deputy Chief Operating Officer in their absence, representing the department at community meetings and acting as a resource base to other departments, executive management, and outside agencies as requested/directed.

ESSENTIAL FUNCTIONS

Performs department administration by overseeing the operation and maintenance of the department's daily service requirements, directing analysis of transit use and providing recommendations for route integration and optimization, the management of its workforces, and overall compliance with multiple collective bargaining agreements, managing the Operator staffing plan and projections and their weekly reports, monthly summaries, and periodic hiring recommendations, prioritizing department programs/needs, developing and managing department budget, assisting in coordinating training programs, representing and/or managing needs and response in emergency situations, and meeting and coordinating with other departments. Oversees and monitors CBS routes and service provisions by communicating and coordinating with Scheduling and Planning departments, reviewing running times and late buses on existing routes and recommending route optimization plans, making field checks of routes, communicating with Operators on issues on their routes, and communicating with passengers regarding complaints. Develops, implements and manages programs, policies, and procedures by setting annual goals and standards, measuring and reporting monthly progress, reviewing existing department policies and procedures, and developing needed plans and procedures for improvements. Supervises personnel by developing the department's management team, overseeing department training and daily functioning, performing periodic performance evaluations, organizing and prioritizing department work, directing and empowering subordinate staff, and communicating effectively to the department. Provides field customer service by developing and communicating verbal and written responses to complaints about service and department personnel, personally monitoring and observing transit service as a passenger, and managing the activities and reporting of the division's quarterly spotter service.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree or equivalent from an accredited college or university in Business Administration, Public Administration, Management or a related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.

Experience: A minimum of seven (7) years of progressively responsible experience in public transportation, with four (4) years of experience in a bus/paratransit operations environment and three (3) years of supervisory experience.

Special Requirements, Licenses and/or Certifications: Must possess a valid Class C Driver's License at time of application and have the ability to obtain and maintain a Class B license with Passenger and Airbrake endorsements. Must obtain and maintain Verifiable Transit Training requirements, National Incident Management Systems training, and PC832 certificate. Must comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).

Candidates must submit a current official DMV printout, dated March 16, 2017, or thereafter, at time of application in order to be considered. Only official DMV printouts issued by the Department of Motor Vehicles are acceptable. Online DMV printouts will not be accepted.

Proof of required education beyond high school, such as college transcripts, diplomas, licenses and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire and proof of education, as outlined above, are required for this position. Applications, supplemental questionnaires, and job announcements are available at Human Resources, 2810 O Street, Sacramento, CA 95816, or through our website at www.sacrt.com.

Completed employment application, supplemental questionnaire, official DMV printout, and proof of education, as outlined above, must be submitted to the Human Resources Department not later than Wednesday, April 5, 2017 at 5:00 p.m. RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. RT will not process incomplete applications. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans.

(Supplemental Questionnaire on Reverse Side)

Sacramento Regional Transit District Supplemental Questionnaire

Director, Transportation

Final Filing Date: Wednesday, April 5, 2017

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application by 5:00 p.m. on the final filing date. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

Please answer the following questions. Attach answers on a separate sheet of paper and number each item accordingly.

1. Describe, in detail, your progressively responsible experience in public transportation. In your response, please include the employer and number of years/months you performed these functions.
2. Describe, in detail, your experience in a bus/paratransit operations environment. In your response, please include the employer and number of years/months you performed these functions.
3. Describe, in detail, your experience administering collective bargaining unit contracts and managing in a union environment. In your response, please include the employer, specific responsibilities, size of the workforce, and number of years/months you performed these functions.
4. Describe your experience supervising and directing staff, including details of the oversight you provided. In your response, include the employer, number of years/months you performed the duties, the number of staff supervised and their titles and areas of responsibility.