

TRANSIT MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To manage, monitor and review professional contracts with public and private transit service providers; work with transit professionals at the local, regional and federal level, as well as with private sector transit staff, to implement and manage city transit operations; manage transit related capital improvements; and provide complex administrative assistance to the Deputy Public Works Director – Transportation/Traffic Engineering and other management staff.

Supervision Received and Exercised:

Receives direction from the Deputy Public Works Director – Transportation/Traffic Engineer or other management staff.

Exercises functional and technical supervision over professional, technical and administrative staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Provide complex technical expertise and serve as project manager over professional staff, professional consultants and transit service providers on a variety of transportation projects.
- Plan, prioritize, assign, supervise and review the work of staff involved in administrative support duties for the section and division.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Administer and monitor all intergovernmental agreements and contracts for transit services including regional fixed route and Dial-a-Ride.
- Coordinate and participate in writing, negotiating, reviewing, awarding, and administering regional transit service contracts.

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Transit Manager (continued)

• Develop and manage computer and intelligent transportation system applications

related to transit operations.

Administer, monitor and review federal grant activity and requirements related to bus

transit projects.

Coordinate the procurement of capital projects including buses and bus related

products.

Coordinate and participate in the preparation of transit system performance

documents and studies.

Manage and administer, through supervision or contract administration, the

maintenance of transit related services and facilities including transit shelters, transit store or transit centers, fueling facilities, and bus maintenance facilities.

Prepare and coordinate service plans and cost estimates.

• Conduct and participate in coordination meetings with managers and professionals

from contracted private sector companies, other public agencies, and city departments to address transit related issues, needs, or improvements.

· Prepare reports, make recommendations, and assist in the administration of a

comprehensive transit/transportation planning program.

Perform related duties as assigned.

Minimum Qualifications:

Experience:

Three years of full-time responsible experience in the administration of a public or

private sector transit system, transit operations or transportation planning.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major

course work in transportation planning, municipal planning, engineering, business or public administration, or a degree related to the core functions of this position. A

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Master's degree is preferable.

Effective November 1996

Revised February 2001

Revised May 2004 (Title change, duty statement changes, range adj)

Revised Nov 2010 (Removed optional driver's license statement)

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Transit Manager (continued)

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 432

Status: FLSA Exempt / Classified