

POSITION DESCRIPTION
BAY AREA RURAL TRANSIT COMMISSION

Title: Operations Manager
Reports To: Transit Manager

SECTION A
Distinguishing Features of the Class

This is a highly detail orientated administrative position responsible for the gathering and preparing of all ridership and fare receipt reports for WISDOT. This employee is responsible for Payroll, Accounts Payable/Receivable and tax statement reporting. The employee is also responsible for supervision all drivers and mechanics, overseeing the care and maintenance of all buildings and grounds.

SECTION B
Essential Knowledge and Skills

Comprehensive knowledge of the QuickBooks accounting.

Comprehensive computer skills and knowledge of MS Word, Excel, Publisher and PowerPoint,

Experience with grant applications and some ability with contracts for service of government programs.
Ability to establish daily bus routes and schedules

Proficiency in oral and written communications.

Comprehensive knowledge of supervisory principals and practices to include; work scheduling, performance evaluation, hiring, discipline and terminations.

Individuals must be physically capable of operating a motor vehicle safely and obtain and maintain a CDL with passenger endorsement within 6 months of employment.

SECTION C
Special Qualifications Required

Graduation from high school or a GED followed by post-secondary courses in Business Administration, Public Administration, Personnel Management, Marketing, Budgeting, Accounting and Transit Operations desirable, or any combination of training and experience which provides the required knowledge, skills and abilities.

SECTION D
Tasks Routinely Performed

Supervises the Transit system, including planning work schedules, assigning workloads, and supervising staff.

Oversee and/or assists in buildings and grounds general maintenance and repairs, including the transit facility, bus shelters and vehicles, snow removal and lawn care,

Direct dispatch operations including updating and maintaining routes and vehicles in dispatch software for various agencies.

Prepare ridership reports, from BART and partners, for submission to WISDOT.

Recruit and assist in the hiring of personnel. Investigate possible disciplinary action of work rules or safety violations.

Bookkeeping including timesheets, payroll, accounts receivable/payable, state and federal tax reporting, employee benefits management and quarterly reporting. Maintains accurate records of all and present to auditors.

Responsible for the proper procurement of equipment and supplies for the system, including maintaining detailed documentation of procurements.

Manages and coordinates the marketing and community relations program of the transit system.

Coordinates and consults with the Manager to insure conformity with codes, rules and procedures.

Monitor's bus routes, schedules, traffic routes and systems safety program.

Assist in the Development and establishment of the systems policy and procedures as directed by the transit commission.

Develop, recommend and administer new programs or modifications to existing programs

Respond to and resolve inquiries and complaints for the public.

Responsible for training new personnel.

Other related duties as required.