

BAY AREA RURAL TRANSIT

Job Description

TRANSIT MANAGER

INTRODUCTION

The Transit Manager is responsible for the overall management of the Bay Area Rural Transit (BART). The Transit Manager must be knowledgeable of all areas of the programs operation, must prepare funding applications for service and must be capable of modifying the operations system when needed to improve efficiency or to respond to regulatory changes.

The role of the Transit Manager in the organization requires the performance of many complex tasks and decision making that has an impact on the BART and the delivery of all transportation services. The Transit Manager reports directly to the Board of Directors.

This is a safety sensitive position and the Transit Manager is subject to US DOT Drug and Alcohol pre-employment, random, post-accident, reasonable suspicion and return to duty testing. Failure to comply with this provision or a positive test result will subject the Transit Manager to immediate dismissal from BART employment. Ability to obtain and maintain a CDL

DUTIES

- Report regularly to the Board of Directors on all matters pertaining to the activities of the staff in implementing Board Policy.
- Act as the primary liaison with media, public officials, public agencies and the business community, as well as the residents of the service area.
- Organizing and developing all BART services.
- Implementing, maintaining, and upgrading of technology systems such as the dispatch scheduling system, accounting programs, etc.
- Manage the purchasing of vehicles and other capital equipment through FTA and DOT procurement practices.
- Preparing bid specifications and negotiating contracts.
- Preparing grant applications and acting as prime contact for state and federal funding agencies.
- Represent the BART as Affirmative Action Officer, Equal Opportunity Officer, and Title VI Coordinator.
- Supervise staff and handle all personnel matters.
- Training new staff.
- Oversight of all state, federal and local regulatory requirements.

- Supervising all budgeting and fiscal management activities.
- Bring to the attention of Board of Directors issues which may require their action.
- The Transit Manager may be required to fill in for the Operations Manager or Fiscal Manager in their absence.
- Understand and comply with all policies, procedures and protocol.
- Ensure agency, employee and passenger confidentiality.
- Completion of various reports including accident/incident reports and required paperwork in a neat and legible manner, and in the timely manner.
- Act calmly and appropriately and maintain composure when faced with an emergency situation by the utilization of common sense coupled with following BART protocol and procedures
- Be courteous, helpful and treat all customers, co-workers and members of the transit public in a dignified and respectful manner.
- Other duties as assigned.

RESPONSIBILITIES

- Must be able to work full time hours a minimum of five days a week and some evenings, and Saturday and/or Sunday as needed.
- Participation and satisfactory completion of all required training sessions at times outside of regular shift schedules and travel to/from as necessary.
- Must present a neat and positive public image by dressing neatly and caring for personal hygiene and maintaining a well-groomed appearance.
- Present a positive image of the BART in public.
- Must maintain satisfactory results for all Federal, State, County, Agency, and BART required verifications and clearances.
- Handle in a secure and professional manner, all cash and property of BART.

QUALIFICATIONS

- Bachelor's degree in transportation, business administration, public administration or related area, or an associate's degree/certificate with 7 years of transit supervisory or related experience any combination of training and experience which provides the required knowledge, skills, and abilities.

- Able to work in a fast paced office setting with an ability to multi-task
- Commitment and experience in the provision of integrated transportation services.
- Self-starter, capable of identifying problem areas and designing systems or taking action to correct them.
- Capable of dealing with a variety of people and issues.
- Must understand the needs of the elderly, special needs, and social service clients.
- Ability to interpret and implement complex local, state, and federal policies governing the provision of transportation.
- Ability to manage a large complex system for the delivery of transportation services.
- Ability to work under pressure.
- Enthusiasm and commitment to operating a sound, well managed transportation system.
- Ability to accept and utilize new ideas and procedures.
- Ability to effectively communicate with members of the transit public and employees and give or follow oral/written instructions.
- Ability to deal with the public in a courteous and professional manner.
- Well organized and have the ability to prioritize multiple tasks.
- Proficient knowledge of computer systems including MS Word, Excel, Publisher, PowerPoint, QuickBooks Accounting and specialized transportation software.
- Comprehensive knowledge of supervisory principles and practices to include; work scheduling, performance evaluation, hiring, discipline and terminations.
- The Bay Area Rural Transit Board of Directors reserves the right to reassign duties or assign additional responsibilities/duties as needed.