



CITY OF SHEBOYGAN  
Job Description

TRANSIT DIRECTOR

Salary Grade 11

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<b>Reports to:</b>	Transit Commission / Chief Administrative Officer	<b>Department:</b>	Parking and Transit Department
<b>Classification:</b>	Exempt	<b>Division:</b>	Non-Represented
<b>Date:</b>	01/14/2014	<b>Approved:</b>	Transit Commission 01-12-2014
<b>Revision:</b>	A		

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**POSITION SUMMARY:**

This position is a department head position, fully responsible for leadership and management in directing the daily operations of both the Parking Utility and the Transit System. Work involves complete responsibility for planning, organizing, coordinating, and directing the operation of municipal parking and transit systems. General supervision is given to all parking and transit employees; however, responsibility for direct supervision is given to subordinate supervisory personnel. Problems that arise are to be resolved by the use of independent judgment and knowledge of department operations. Work involves responsibility for planning, organizing, coordinating and directing daily operations within Federal, State and local operating parameters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Develops annual operating and capital budgets for the parking and transit departments
2. Prepares and administers operating & capital grants from FTA and/or WisDOT
3. Reviews with Finance Department, office bookkeeping and financial records and ensures compliance with local, state and federal audit standards
4. Oversees supervision of Transit and Parking office personnel, bus drivers, mechanics, cleaning personnel, lot attendants, maintenance personnel and supervisors
5. Oversees scheduling of work hours according to labor contract
6. Reviews financial reports, bill payments, time cards
7. Assists in labor negotiations and handles second step of grievance procedure
8. Assists in the development of bid specifications for all equipment
9. Formulates departmental policies and procedures, rules and regulations and other directives to achieve efficient system operation
10. Other related work as required

**QUALIFICATION REQUIREMENTS:**

1. Thorough understanding of Federal Transit Administration and Wisconsin Department of Transportation laws, regulations, and best practices related to public transit
2. Thorough understanding of funding and budgeting for a municipal transit system
3. Thorough understanding of route planning and transit operations
4. Thorough understanding of Americans with Disabilities Act (ADA), Title VI, DBE and EEO compliance as it relates to a municipal transit system
5. Thorough understanding of labor relations within a union environment
6. Thorough understanding of Microsoft Office

**EDUCATION and/or EXPERIENCE:**

1. Graduation from a college or university with a minimum Bachelor's degree in Public Administration, Finance, Business Administration or closely related field.
2. Six or more years of experience of increasingly professional responsibilities in a transportation-related organization.
3. At least three years of supervisory experience as a transportation manager or assistant director level.

**CERTIFICATIONS, LICENSES REQUIRED**

1. Valid motor vehicle operator's license.
2. Possession of a valid CDL with air brake and passenger endorsements is preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

1. Knowledge of the modern principles of transit management including knowledge of federal, state, and local laws governing transit systems.
2. Knowledge of transit system equipment (buses, dispatch radios, and fare boxes) and operations. Ability to determine efficient bus routes and schedules and to analyze transit needs of the community.
3. Considerable knowledge of administrative, managerial, and supervisory principles and practices.
4. Ability to plan, organize, implement and evaluate transit system programs. Ability to effectively present and communicate to the Common Council, staff, and general public (public communication and relations skills).
5. Ability to establish and maintain effective working relationships with staff and general public.
6. Ability to interpret and implement planning and procurement required for federal funding. Procurement principles dictate prompt purchasing of goods and services.
7. Ability to develop and teach basic defensive driving, passenger relations, and emergency procedures for all new employees.
8. Develop and maintain positive collaborations with community organizations that are mutually beneficial to customers, the Transit System and community agencies.
9. Ability to provide administrative support for the City of Sheboygan Emergency Operations Center or other city departments during declared states of emergency.

**LANGUAGE SKILLS:**

1. Excellent interpersonal and communication skills required. Multi-lingual abilities are an asset.

**WORK ENVIRONMENT:**

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer  
In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.