

MAJOR FUNCTION

This is responsible professional administrative, and managerial work directing the operations of the City's transit system. Requires management of a considerable variety and volume of professional and technical work concerned with the City's transit system, which includes the StarMetro bus routes, Dial-a-Ride, Community Transportation Coordinator (CTC) countywide services for seniors and disabled citizens, university campus shuttles, other seasonal/special transit services and fleet maintenance. Work is performed under the administrative direction of an Assistant City Manager and considerable independent judgment, discretion and initiative are exercised in carrying out the daily operations of the department with efficiency and effectiveness. The work is reviewed through reports, conferences, observations, analyses of reports and recommendations, and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises, directs, plans, coordinates, and instructs all divisions and personnel within StarMetro. Directs marketing efforts. Oversees special studies and grant application and administration. Prepares reports and correspondence. Develops quality and productivity improvement capabilities to improve services and effectiveness. Directs the preparation of the budget of the divisions of the department and makes procedural and operational recommendations to a Assistant City Manager. Inspects work performed within StarMetro. Maintains and promulgates necessary departmental rules and regulations in accordance with personnel rules and regulations and City policy. Conducts staff meetings. Investigates and adjusts personnel problems that may arise from time to time. Hires, transfers, promotes or disciplines employees. Conducts performance evaluations and approves or disapproves merit increases. Insures department compliance with the City's Fair Employment Practices Plan, equal employment opportunity requirements, and related federal and state laws. Performs related work as required.

Other Important Duties

Coordinates work activities and programs of the department with other City programs and projects. Attends and participates in conferences and meetings of department directors, the City Commission, and others. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of modern techniques, methods, procedures, principles, and practices of all phases of transit operations and activities. Thorough knowledge of personnel, finance, general office and business administration, and the ability to apply them. Thorough knowledge of all federal and state rules and regulations concerning mass transit programs and activities. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to plan, direct, supervise, coordinate, organize and inspect transportation plans, programs, and activities. Ability to prepare written technical reports, estimates, and construction and cost records. Ability to plan, assign, instruct, review, and evaluate work assignments of technical and professional personnel. Ability to address civic organizations or other public or private groups on subjects relative to transit programs and projects. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare, develop, and present transportation plans and programs. Possesses management style and values that are consistent with the City's mission and values. Demonstrates interpersonal facilitation and communication skills. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, mass transportation, planning, or a related field and seven years of professional or administrative and managerial experience in mass transit operations, or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

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