



JOB DESCRIPTION

TRANSPORTATION DIRECTOR	FLSA Status: Exempt
Latest Review Date: 8/2024	Department: Transit
Effective Date: 8/2024	Reports to: Chief Executive Officer

POSITION SUMMARY

Responsible for the overall administration, operation, coordination and management of Transportation Program. This position may perform regular duties at alternative sites with the permission of the Chief Executive Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES, OTHER DUTIES MAY BE ASSIGNED:

Agency Specific:

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend all agency wide trainings
- Must travel extensively within service area and occasionally out of service area
- Establish a collaborative and communicative relationship with fellow staff
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

Program Specific:

- Develop and maintain sustainable transportation programming compliant with state and federal guidelines.
- Responsible for fiscal management of program including expenditure approvals, budget compliance and program financial stability.
- Ensure all elements of Transit Program are operating accurately and efficiently.
- Accurately complete and submit any required records or reports to appropriate funding sources.
- Responsible for transportation programs' vehicle status, equipment of vans (purchasing, housing, repairs and estimates) and overall collection of donations.
- Responsible for all correspondence to individuals involved with Transit Program administered by NEICAC.
- Research and apply for funding opportunities for Transit Programs, always working to expand programs and services.
- Responsible for program records and physical inventory.
- Negotiate contracts with prospective Transit users.
- Responsible to oversee and verify state and federal compliance for Purchase of Service Contracts.
- Develop and routinely update Transit Drug & Alcohol Policy in accordance with Federal Transit Administration regulations.
- Report Transit accidents to the administrative office and insurance company.
- Effectively address issues and complaints to resolve problems with the Transit Program and Transit staff.
- Collaborate with Chief Executive Officer and Board of Directors for program management and locating and leveraging funding.
- Participate in selection and interviewing of open position candidates.

- Prepare and conduct performance evaluations for subordinate staff as required by NEICAC.
- Attend monthly NEICAC staff meetings and Board of Director meetings when requested.
- Direct the development and operations of billing, navigation, and data collection system compatible with the Iowa Department of Transportation.
- Collaborate with agency fiscal department to ensure accurate and timely billing.
- Assure program guidelines/requirements are managed appropriately.
- Collaborate with Transit administration staff in planning transportation routes within service area. Directly and indirectly monitor routes and make changes using data driven decisions.
- Partner with local Council of Government (COG) for development of regional transit planning activities.
- Develop and maintain relationships with other public and private organizations.
- Serve on various committees and boards as appropriate.
- Be available, when needed, to work flexible hours and days.
- Meet with transit staff routinely to review recent activities and progress of Transit services.
- Must be knowledgeable of a variety of larger transit related vehicles.
- Become knowledgeable of transit specific vehicle and maintenance operations.
- Become knowledgeable of demographic features of Transit service area.

SUPERVISORY RESPONSIBILITIES

Directly supervise Transit Operations Manager, Transit Safety & Training Specialist, Mechanics, and Shop Assistant. Also indirectly supervises all Transit Drivers and Transit office staff.

REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma/GED with 5-7 years of Public Transit experience or BA degree related field and 3-5 years of related Public Transit or Community Action management experience.

PRACTICAL SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES & REGISTRATIONS

Must obtain certifications as required by Transit. Must have or be able to obtain NEICAC levels of automobile insurance. Must be a Mandatory Child Abuse Reporter. Must satisfactorily complete a Criminal Records Check. Must be bondable.

Must obtain the Certified Community Action Professional (CCAP) process within five years of hire. A training plan or schedule for this is to be submitted by the second year of employment. Updating and maintaining the CCAP certification is also required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Employee will be subject to Pre-Employment drug screening.

Effective January 1, 1996 must test clean on drug and alcohol tests and remain clean throughout employment with Northeast Iowa Community Action Corporation Transit Program.

WORK ENVIRONMENT

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 individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

My signature below acknowledges that I have received, read and understand the above job description. I understand that this document does not create an employment contract and that I am employed by **Northeast Iowa Community Action Corporation** on an "at will" basis.

Signature _____ Date _____

Print Name _____