

## **OGEMAW COUNTY JOB DESCRIPTION**

### **TRANSIT DIRECTOR**

#### **General Summary**

Under the supervision of the County Administrator/Controller, directs the public transportation system for the county. Responsible for the administration and overall supervision of transit related activities. Oversees and coordinates the activities of drivers, dispatchers, and support staff.

Develops, with Board approval, the policies guiding transportation services and ensures compliance with the federal and state regulations.

#### **Essential Functions**

1. Hires, trains, and manages all department employees in accordance with County policies and procedures and applicable collective bargaining agreements.
2. Organizes public transportation services with state, federal and local agencies. Remains abreast of federal and state regulations impacting local public transportation and ensures compliance.
3. Develops department policies for Board approval. Implements approved policies and procedures guiding the operation of the department. Includes policies related to safety, accident reporting, maintenance, and general operations.
4. Researches grant opportunities, collects data, and writes grant requests related to public transportation.
5. Prepares Annual Budget for board approval and monitors expenditures to ensure budget compliance; monitors millage collections and timeliness, proposes timely renewals and new millage requests.
6. Determines long range vehicle replacement and building maintenance strategy. Ensures completion of all required documentation and works with the Department of Transportation on the acquisition of vehicles.
7. Coordinates with the Board of Commissioners, county human service agencies, and state level representatives in developing long-range planning for the public transportation services and conducts related research.
8. In coordination with the Administrator/Controller, investigates complaints regarding transit staff and/or operations.
9. Participates as the County's representative on committees and boards related to transportation issues.

10. Oversees transit bookkeeping procedures to ensure conformance with state and local guidelines. Compiles monthly financial data and provides summary documentation to the Administrator/Controller. Stays abreast of operation expenditures in adherence to County budget policies and procedures.
11. Processes and prepares various administrative records including an annual budget, quarterly reports, mid-year, year-end and reconciled budget data, enters information on the on-line MDOT PTMS reporting system. Organizes and maintains support documentation for reference material. Prepares reports or memoranda, compiling necessary data and information from a variety of sources.
12. Assists in various special programs attending meetings, handling related correspondence, maintaining records, and serving as liaison for specific programs, assisting the public, providing related assistance and answers to questions.

### **Other Functions**

The above functions are intended to describe the essential functions and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so qualified.

### **Employment Qualifications**

General computer skills, knowledge of Microsoft Office, good communication skills, knowledge of County policies and procedures, and the ability to perform in a fast-paced, challenging work environment.

**Education:** College level course work or a combination of education, knowledge, work experience, and abilities in employee management, business management, and human resources.

**Experience:** Supervisory and administrative experience in public or private sector business and employee management.

**Other Requirements:** Possession of a valid Michigan driver's license; valid CDL with P-endorsement within one year of hire is encouraged.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

**Physical Requirements**

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

1. Ability to enter and extract information from a computer.
2. Ability to access department files.
3. Ability to travel to various sites in and out of county in order to investigate complaints and attend meetings.
4. Ability to access buses and conduct inspections.

**Working Conditions**

Typically works in office conditions but travels to meetings in various locations to coordinate services, investigate complaints and for other purposes.

FLSA Exempt  
Subject to Ogemaw County Personnel Manual  
Approved on February 8, 2024  
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