

CITY OF GLENDALE

TITLE:	Transit Manager	CLASS CODE:	495
REPORTS TO:	Transit Administrator	GRADE:	32
DEPARTMENT:	Transportation	FLSA:	E

JOB SPECIFICATION DATE: October 3, 2006 cm

JOB SUMMARY

Plans, organizes and manages the activities and staff of the City's various transit programs in the transit division.

ESSENTIAL FUNCTIONS

1. Plans, organizes and manages the activities and staff of the City's various transit programs including Dial-A-Ride, fixed route, circulator and alternative transportation services.
2. Prepares, updates and manages operating budgets and five-year capital transit services.
3. Prepares and monitors a five-year capital needs plan for Glendale Transit services.
4. Monitors federal grants and prepares mandatory reports.
5. Evaluates existing and potential transit services and identifies changes and improvements.
6. Designs and develops methods and procedures to accommodate change.
7. Develops Transit system long and short-range plans. Provides updates to the Transit element of the GO Plan.
8. Prepares and makes presentations to various city and public groups.
9. Represents the City's interests on various regional committees including transit and light rail planning and policies.
10. Prepares and manages data collection for NTD report to Federal Transit Administration.
11. Receives, researches and resolves complaints and inquiries.
12. Develops and manages emergency response plans in accordance with Homeland Security.
13. Develops, implements and oversees the ADA service to comply with federal regulations.
14. Manages Transit safety and compliance program.
15. Develops and coordinates public information programs.
16. Recommends and administers policies and procedures and provides technical transit advice.
17. Manages various Transit marketing programs.
18. Oversees purchasing process in construction of transit projects.

SECONDARY FUNCTIONS

18. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Principles and practices involved in transit system operations and management
Modern office practices and procedures including finance and budget preparation, and data analysis
Transit research methodologies and practices including data processing management
Federal, State and Local guidelines, regulations and programs concerning transit, including National Transit Database and third party contracting
Contracting procedures

Ability to:

Effectively supervise employees
Plan, organize, and manage the work of the City's various transit programs
Communicate effectively verbally and in writing
Interact with citizen groups and elected officials
Exercise and demonstrate independence in judgment and ~~decision-making~~decision-making
Establish and maintain effective working relationships

WORKING CONDITIONS

Office setting

MINIMUM QUALIFICATIONS

A Bachelor's degree in Public or Business Administration, Transportation Planning or related field and five years progressively responsible experience in transit administration including two years of supervisory experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Possession of a valid Arizona Driver's License

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy.