

## CITY OF GLENDALE

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|--|---------------------------------------|--------------------|------------|
| <b>TITLE:</b>                                    | <b>Transit Administrator</b>          | <b>CLASS CODE:</b> | <b>496</b> |
| <b>REPORTS TO:</b>                               | <b>Deputy Transportation Director</b> | <b>GRADE:</b>      | <b>34</b>  |
| <b>DEPARTMENT:</b>                               | <b>Transportation</b>                 | <b>FLSA:</b>       | <b>E</b>   |
| <b>JOB DESCRIPTION DATE: October 11, 2006 cm</b> |                                       |                    |            |

### **JOB SUMMARY**

Performs advanced level work managing, planning, coordinating, developing and evaluating the activities and operations of Transit services. This position is directly responsible for planning, administering and monitoring the provision and coordination of all local and regional Transit programs in Glendale.

### **ESSENTIAL FUNCTIONS**

1. Administers, plans and directs the activities and staff of transit planning, transit operations and procurement programs.
2. Reviews and manages the work of staff to ensure conformance with established procedures and standards.
3. Develops, plans and implements goals and objectives for Transit programs. Develops and administers policies and procedures.
4. Evaluates and monitors effectiveness and performance of transit systems. Develops, evaluates and makes recommendations for new services.
5. Develops, administers and monitors Transit operating budget. Monitor and approve expenditures and implements mid-year budget adjustments.
6. Develops and administers Transit Capital Improvement Projects.
7. Administers federal transit grant programs. Manages preparation of mandatory federal compliance reports, participates in compliance audits.
8. Represents City at various regional coordination meetings including RPTA and MAG, works as a liaison with other valley cities. Participate on various regional boards and committees. Keeps Deputy and Transportation Director informed on local and regional transit issues.
9. Prepare and submit monthly reports on regional transit issues and concerns to the Mayor's Office and the Intergovernmental Affairs Department.
10. Plans shuttle services for large-scale special events such as NFL football games, the Super Bowl, Fiesta bowl and other events held in the city. Coordinates and oversees the contract provider(s) of these services to ensure service delivery needs are met.
11. Makes oral and written presentations to Council, Citizen's Transportation Advisory Commission, regional government agencies, and business and citizen groups. Provides technical assistance and recommendations to these groups.
12. Work with Homeland Security Department and others to plan for and prepare emergency transportation response for situations requiring evacuations.
13. Prepare, administer and monitor intergovernmental agreements and contracts for transit services.
14. Plans, develops and implements Transit marketing programs.

### **SECONDARY FUNCTIONS**

15. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

- Theory, principles, and practices of transit, planning, modeling, and operations
- Research and statistical methods and procedures applied to transportation planning
- Federal, State, and Local guidelines and regulations related to transportation programs
- Principles and practices of modern supervisory practices
- Contract negotiations and subsequent monitoring of contracts
- Negotiation, conflict management, and consensus building techniques

### **Ability to:**

- Effectively plan, organize, and manage the work of others
- Prepare and monitor a division budget
- Represent the City of Glendale on various County and State Committees
- Organize and conduct surveys or research, analyze findings, prepare recommendations, present written and oral reports
- Direct staff efforts in the development of new policies and services
- Assign projects, establish individual project scopes, schedules and performance expectations; monitor progress, and evaluate project and staff performance results
- Ability to communicate effectively both verbally and in writing
- Ability to establish and maintain effective working relationships with City employees, contractors, other government agencies, and the general public
- Exercise considerable initiative and independent judgment
- Provide quality customer service
- Effectively train and develop professional and support staff
- Plan, organize, and manage the activities of project teams and multiple projects
- Interpret regulations, policies, and guidelines of the City of Glendale and other government agencies

## **WORKING CONDITIONS**

Office setting with occasional fieldwork.

## **MINIMUM QUALIFICATIONS**

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