



Range: SM-4
Status: Exempt
Date: August 17, 2020

TRANSIT ADMINISTRATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Provides leadership, vision, and management in the development and operation of the Greater Sedona/Oak Creek Canyon Transit System. Establishes strategic plans, fosters interagency cooperation, secures necessary funding. Ensures compliance of all laws and community guidelines as it relates to public transportation. Administers transit operating contracts, including direction and supervision of operations, financial matters, and performance.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant City Manager or designee.
Exercises direct supervision over assigned technical or clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

Organizational

1. Coordinates ongoing discussions with political partners such as the City of Cottonwood, Village of Oak Creek, Yavapai County, and Coconino County.
2. Develops startup resources for operating new transit service – policies, procedures, partnerships, staffing development/recruiting plan.
3. Coordinates implementation of initial marketing such as name and branding.
4. Participates in regional groups, efforts, and committees that are ancillary to new transit services in Sedona such as Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA), Northern Arizona Council of Governments (NACOG), Arizona Transit Association, and Arizona Department of Transportation (ADOT) Transit Planning.

On-street Infrastructure

5. Prioritizes bus stop improvements and develop implementation plan.
6. Coordinates necessary improvements with ADOT.
7. Updates Transportation Master Plan as needed.
8. Applies for appropriate grants according to application timeframes.

Maintenance Facility

9. Refines project programming and budget for transit maintenance facility.
10. Coordinates with Cottonwood Area Transit (CAT) on current maintenance operations and possible partnerships for future operations.
11. Leads effort for site selection – secures land, funding, and entitlements to develop, including possible Categorical Exclusion from the Federal Transit Administration.

Sedona Parking and Transit Hub

12. Integrates transit operations with City parking plan.
13. Develops project plan and budget for transit hub near the “Y”.
14. Leads effort to define transit hub site – site selection study, secures land, develops design, applies for appropriate grants, and coordinates possible NEPA process for construction.

Oak Creek Canyon (OCC) Parking and Service

15. Implements discussions on OCC parking plan and how/when canyon parking will be reduced and controlled.
16. Coordinates transit planning with Slide Rock State Park parking changes.
17. Reviews park and ride opportunities and begin development process including securing land, permits, funding, and design.
18. Coordinates discussion and processes with US Forest Service to establish new service in OCC including NEPA and capacity study.
19. Defines Red Rock Pass relationship to new transit service and helps develop necessary agreements.
20. Secures any necessary special use permits for stopping at other USFS trailheads, vistas, and day use areas that are outside of OCC.

Operations

21. Explores possibilities for operational arrangements with CAT and/or NAIPTA for the new Sedona transit system.
22. Researches possible private contract operators and example operating costs for similar systems.
23. Coordinates discussion within the City about operating scenarios and associated benefits and tradeoffs associated with different operating models.
24. Staffing and hiring or development of operating contract.

Funding

25. Refines operating and capital budgets and communicates internally within the City on needs and funding scenarios.
26. Prepares and submits grant applications for vehicles, facilities, and operating funds.
27. Develops and coordinates local funding partnership with counties and public sector partners.
28. Leads discussion with local business community on funding partnership possibilities.
29. Investigates innovative and unique funding opportunities.

Refine Implementation Plan

30. Updates implementation plan and approach to phased transit service implementation based on all activities, input, and decisions made, include scenario flexibility for unknowns.
31. Communicates proactively with City Council and all partners on progress, challenges, opportunities, and adjustments.
32. Leads and executes all other start-up activities until full implementation is achieved.

New System is Operational

33. Provides principal administrative leadership and support for the management of the City transit system and oversee and support all activities of the system including transit operations, contract administration, grant preparation and administration, marketing and service development, financial management, community relations, and policy development.
34. Ensures that the City follows all local, state and federal laws, rules and regulations.
35. Develops and implement long- and short-term plans for the management of operations and resources.
36. Monitors contracts to achieve goals within the available financial resources. Evaluates internal controls and audit reports. Develops and directs an effective claims control program. Monitors levels of insurance to ensure that coverage of risk is appropriate to the needs of the Authority. Directs risk management and cost controls. Develops, obtains approval for, and administers annual budgets ensuring that sufficient funds will be available to sustain an effective and efficient operation.
37. Oversees the application for state and/or federal grants for capital and operating projects. Oversees grant programs, ensures efficient and effective grant administration and adherences to all pertinent rules and regulations for grant programs.
38. Responsible for consistent, efficient, and fiscally responsible direct delivery of services to the general public (i.e. buses and operators meeting established public schedules in a safe courteous, reliable manner).
39. Monitors the upkeep, protection and maintenance of all property, facilities, buildings, and equipment purchased by the City for transit. Assures that the maintenance and replacement of such property complies with all rules and regulations and appropriately disposes of all excess equipment.
40. Oversees recruitment and selection processes to ensure compliance with applicable laws and plans. Organizes staff to optimize talent. Directs and develops effective personnel management systems that assess, reward, and motivate staff. Supervises and takes responsibility for departments and staff. Communicates policies, plans, and procedures to staff.
41. Oversees procurement policies and operational contracts. Oversees the communication of policies, plans, and procedures to contractors. Develops, directs, and monitors systems performance standards for operations. Evaluates effectiveness of services. Approves and monitors performance standards for safety and training. Responds to oversight investigations and other state and federal agency reviews.
42. Identifies and directs marketing strategies. Promotes service and informs communities of the benefits of public transit. Develops and directs an effective public communications system. Develops and maintains communications with all member communities, local officials, business organizations and other local organizations. Communicates policies, plans, and procedures to the public. Provides a positive public image for Sedona public transit. Oversees the response to customer complaints.
43. Keeps apprised of current and upcoming local, state and federal legislation that affect public transit. Establishes and maintains municipal, county, state and federal governmental relations to advance the cause of public transit for the benefit of GATRA member communities. Identifies support programs available to GATRA. Advises local officials of changing public transit needs and resources. Lobbies on behalf of the Authority to state and federal legislative officials for resources to carry out the mission of the Authority.
44. Maintains or performs website content function within assigned role.
45. Performs other duties of a similar nature or level.

QUALIFICATIONS

Knowledge, Skills and Abilities:

- Communicate and use interpersonal skills to interact with coworkers, supervisor, the public, etc. to sufficiently exchange or convey information and to receive work direction.
- Be a critical analyst and creative thinker. Be imaginative in solving problems, encouraging, and empowering employees to find new and better ways to get work done, while also applying, maintaining, and respecting the regulatory framework that guides the delivery of public transit.
- Be a positive and flexible team builder who is committed to the well-being of the staff, one who works with staff to identify organizational needs and find solutions which meet those challenges for the entire organization.
- Be well versed in business processes, contract and grant administration and information systems.
- Coordinate a variety of activities relating to transit operations.
- Effectively communicates orally and in writing in a clear and understandable manner.
- Establish and maintain effective working relationships with supervisors, managers, employees, union representatives, members of the public.
- Set priorities, coordinates, and schedules tasks in a logical manner to maximize staff/resources and increase efficiency; anticipate problems and be proactive rather than be reactive.
- Analyze data and prepares reports.
- Identify problems and their causes and generate innovative solutions to problems.
- Use sound judgment in making decisions.
- Assess capabilities and skill of staff to optimize the utilization of personnel.
- Direct staff and gives appropriate and timely feedback conveying critical or constructive criticism.
- Adapt to changing circumstances and formulate an impartial, fair, and objective response.
- Propose solutions and/or plans of action to deal with identified issues.
- Utilize various computer applications to prepare reports, manage workforce, and communicate effectively with internal and external customers.
- Public administration and governmental operations.
- Applicable local, state, and federal laws, codes, rules, and regulations.
- Program development and administration principles and practices.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that demonstrates the required knowledge and abilities is qualifying. Examples include:

Experience

A Bachelor's degree in engineering, management, public administration, planning or a closely related field from an accredited college or university.

Seven to 10 years of progressively responsible experience in the transit industry including five to seven years managerial experience or an equivalent combination of education and experience.

A Master's degree in public administration, business administration, engineering, planning or other advanced executive level training is preferred. A comprehensive understanding of public transit issues and familiarity with AzDOT and FTA regulations and other related regulations is strongly preferred.

WORKING CONDITIONS

Environmental Conditions:

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. Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy or moderate lifting; sedentary office work; walking or standing for prolonged periods of time; bending, stooping, kneeling; climbing with both legs and arms; operating motorized equipment and vehicles; general manual dexterity.