

ASSISTANT DIRECTOR OF TRANSIT

NATURE OF WORK

This is highly responsible administrative and supervisory work directing the overall management, coordination and direction of a large municipal transit system.

Work involves responsibility for the development and administration of transportation and transit-related programs, policies and procedures; and for the supervision of a division responsible for transit operations and planning. Supervision is exercised over professional, administrative, technical and clerical employees. Work is performed under the general supervision of the Director of Transportation and Utilities with work being reviewed through conferences, reports and results received.

EXAMPLES OF WORK PERFORMED

Develops administrative procedures and policies for transit operations and transit planning and/or transportation programs; reviews current programs and policies and recommends improvements.

Prepares, recommends and administers operating budgets and capital improvement programs; monitors expenditures for operating budgets and capital improvement projects.

Initiates, reviews and evaluates transit operations studies and plans; initiates special transit and/or transportation-related studies and maintains ongoing studies; develops and implements city-wide programs to monitor transit and/or transportation services.

Develops and implements major transit planning and operations projects; evaluates existing transit and/or transportation systems; recommends program and procedural changes.

Confers and corresponds with transit patrons, organizational representatives, other city departments, or other interested parties pertaining to proposed changes in transit operation policies, services and scheduling.

Attends meetings of civic clubs, churches, schools and other organizations to explain the transit-related activities and functions of the department and to promote the use of transit services.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the modern principles and practices of administration as applied to the development and implementation of transit and/or transportation programs.

Considerable knowledge of the principles and practices pertaining to the delivery of municipal transit services.

Considerable knowledge of recent legislation and legal requirements as they pertain to the functions of the division, particularly regarding transit and transportation planning and operations.

Knowledge of the principles and practices of transit and transportation planning and of transit operations.

Ability to plan, assign, coordinate and evaluate the work of administrative, professional and technical employees.

Ability to assess changing transit and transportation needs within the community and to develop and implement transit plans and programs to meet those needs.

Ability to establish effective working relationships with government agency representatives, public officials, coworkers, representatives of organizations and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration or related field with two years of experience in a responsible administrative or managerial capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

When operating equipment that falls under the Nebraska Commercial Driver's License (CDL) status, the employee is required to possess and maintain the proper license and endorsement.

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