



---

34009 ALVARADO-NILES ROAD  
UNION CITY, CA 94587  
(510) 471-3232

## **TRANSIT MANAGER**

### **DEFINITION**

Direct, plan and administer contract operations and activities of the City's public transit and paratransit services; secure grant funding; work with other city departments, transit agencies, public agencies and general public in the coordination of transit services and activities; supervise and evaluate other transit staff; and provide assistance to the Public Works Director.

### **DUTIES AND RESPONSIBILITIES**

Duties may include but are not limited to the following:

- Manage the operational and organizational activities of the City's public transit services.
- Recommend and implement policies and procedures.
- Prepare plans and specifications for transit/paratransit service contracts.
- Negotiate and administer agreements with contractors for the provision of transit services, professional services and capital acquisitions.
- Prepare and administer annual budgets and grant proposals; identify resource needs and locate alternative funding resources.
- Collect and analyze data relating to routes, schedules, ridership and cost factors.
- Design, with community input, and oversee the production of schedules, brochures, system maps and other printed materials.
- Identify and implement opportunities for improving service delivery methods and procedures.
- Identify and assign priorities to capital improvements based on funding resources.
- Provide staff assistance to the Public Works Director, City Manager and City Council; prepare and present agenda items, staff reports and other necessary correspondence.
- Serve as staff to City Transit Accessibility Advisory Committee.
- Supervise and evaluate other City transit staff.
- Coordinate with a variety of outside regulatory agencies and participate as City representative in professional group meetings, committees and transit boards.

## **TRANSIT MANAGER**

### **QUALIFICATIONS**

#### **Knowledge Of:**

- Operational characteristics, services and activities of a public transit operation.
- Principles and practices of public administration and transportation planning.
- Techniques of contract administration.
- Principles of municipal budget preparation and control.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

#### **Ability To:**

- Manage and coordinate a public transit system.
- Administer contractual agreements related to public transit services.
- Interpret and explain public transit policies and procedures.
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of contractors, City and other government officials, community groups and the general public.
- Manage and coordinate the work of professional staff.
- Communicate clearly and concisely, both orally and in writing.

### **EDUCATION AND EXPERIENCE**

Education and experience equivalent to Bachelor's Degree in Public Administration, Urban Planning, Traffic Engineering or related field and five (5) years experience in system analysis, transportation planning or research, urban planning or other related administrative experience.

### **LICENSE**

Possession of a valid California Driver's license with a satisfactory driving record.