

Code: 2342

Title: PUBLIC TRANSPORTATION PROGRAM MANAGER

SUMMARY: Manages the Pima County public transit and special needs transportation programs.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, develops, coordinates and monitors county public transit and special needs transportation programs to ensure compliance with appropriate standards, guidelines and regulations;
Develops, writes and monitors annual budgets for public transit programs;
Writes and negotiates contracts for equipment, services and materials for public transit and special needs transportation programs;
Supervises, trains, and evaluates support staff;
Reviews and evaluates contractor's performance for quality, completeness and compliance with federal, state and local standards, laws and regulations;
Initiates penalty provisions of contracts when contractor performance falls below contract standards;
Writes and submits proposals for grants;
Manages Federal and State funded public transit and special needs transportation programs and projects, and serves as liaison to participating agencies;
Develops program objectives and establishes short-term and long-range plans;
Integrates and coordinates services of consultants and County staff assigned to specific projects and on-going program operations;
Prepares routine and special reports for federal, state and County agencies;
Conducts needs assessments and costing analysis, and prepares revenue forecasts related to current and future public transit services;
Responds to public inquiries and complaints regarding public transportation services, resolves service problems, and administers the Special Needs Transportation and Rural Transit Quality Assurance Programs;
Reviews, evaluates and develops county and departmental policies and procedures related to public transit and special needs transportation programs;
Represents Pima County on the regional travel reduction ordinance technical assistance committee.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and procedures of public administration, management, and program planning and development;
- budgetary and financial concepts, processes, and procedures;
- relevant federal, state, and local laws, standards and regulations;
- contractual agreements and their applications to program management;
- contract and grant application preparation;
- public transit and special needs transportation system operations;
- Americans With Disabilities Act (ADA) transportation and eligibility requirements;
- County and departmental policies and procedures.

Skill in:

- planning, developing and managing programs and projects;
- preparing and administering budgets;
- researching, compiling, and reporting data;
- communicating effectively, both orally and in writing;
- applying relevant federal, state, and local laws, standards and regulations;
- preparing and administering grants and contracts;
- interpreting and explaining policies and procedures to others;
- operating automated information systems (AIS) word processing and spread sheet programs.

MINIMUM QUALIFICATIONS: EITHER

(1) A Bachelor's degree from an accredited college or university with a major in public or business administration, logistics management, transportation engineering, transportation design, transportation management, management or other degree specified by the Appointing Authority in the pre-recruitment process and two years of administrative experience in public transit management.

OR

(2) Six years of professional experience in public transit management.

(Accreditation as a Certified Community Transit Manager by the Community Transit Association of America may substitute for the two years of public transit management experience required in item (1) or item (2) above.)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial or promotional probation. Failure to obtain/maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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