



Position Open Assistant Director of Transportation

Posted: March 13, 2018

Deadline: April 9, 2018, or until filled

Hiring Range: \$55,000 - \$70,000, full time, exempt

SUMMARY:

[Three Rivers Community Action](#) is a non-profit agency providing economic opportunities that strengthen individuals, families and communities in southeastern Minnesota. The agency is seeking an experienced professional to join its leadership team. The Assistant Director of Transportation works closely with the Director of Transportation to oversee the transportation services at the agency. This includes public transit (route service and dial-a-ride) in 20 communities, volunteer transit (volunteers providing rides to seniors and persons with disabilities), and guaranteed route services (Head Start, schools, colleges, etc). The Assistant Director of Transportation will be responsible for program delivery, supervising and training staff, public outreach and some grantwriting. The position would ideally be located in Rice County, but there is flexibility in the office location for the right candidate. Travel throughout four counties required. The position is full time with generous benefits. EOE/ADA

REQUIREMENTS:

- BA or BS and minimum of three years of progressive experience in transportation, business, management, or related field
- Knowledge of transportation industry, or demonstrated ability to learn an industry that has state and federal program requirements
- Experience supervising multiple staff
- Extensive organizational skills with strong attention to detail
- Self-motivated, confident individual with ability to learn quickly and work both independently and as part of a team
- Exceptional communication skills and outstanding commitment to customer service
- Comfortable speaking in public and demonstrated ability to articulate ideas and work with diverse cultural and economic backgrounds
- Ability to enforce company policies and procedures as well as state and federal regulations
- Strong writing skills and demonstrated ability to prepare grant application and complete reporting requirements
- Ability to thrive in a disruptive, high stress, and fast paced environment
- Comfortable training, onboarding and supervising staff
- Experienced in Microsoft Office programs (Word, Excel, Access, Outlook)
- Ability to travel within the region

TO APPLY: Send resume and cover letter to jobs@threeriverscap.org by April 9, 2018. If you have any questions about the position, please contact arepinski@threeriverscap.org

Assistant Director of Transportation – Task List

Program Coordination: 35%

- Work closely with Director to oversee and implement Transportation programs at Three Rivers, including public transit (route, deviated route and dial-a-ride), volunteer transit and other guaranteed route services (Head Start, contracted services, etc)
- Work closely with Director on department planning, budgeting and outcomes and assist in preparing reports to Executive Director, CFO and Board of Directors
- Resolve customer grievances and external compliance issues to ensure best possible outcome
- Resolve internal issues of compliance, performance, and quality control as needed
- Develop, update, and maintain internal operations manual and service policies for customers
- Develop, update, and maintain CDL training program for transit drivers
- Develop, update, and maintain current transit routes, including conducting public forums and releasing public notifications
- Coordinate transportation contracts and systems with City Officials, School Districts, etc
- Coordinate the Travel Trainer Program in Rice County
- Makes system recommendations for program improvements including, but not limited to, employee retention and recruitment, new projects, and capital initiatives

Staff Supervision: 30%

- Supervise up to 10 direct reports in a department of approximately 85 staff
- Work with Human Resources to recruit, interview, and select transit staff for employment
- Conduct orientation for new hires, including a general overview of Three Rivers, Transit Operating Procedures, Transit Service Plan, Title VI Principles, Drug and Alcohol Procedures, and general expectations of employment at Three Rivers
- Conduct regular team meetings (transit coordinator meetings, monthly transit operator meetings, Head Start In-service, and Pre-Services as needed)
- Approve purchase requests for department, including maintenance and repairs on all vehicles
- Accurately verify and process bi-weekly payroll, ensure timecards meet FMCSA regulations
- Conduct regular on-board observations of transit operators and coordinators
- Oversee training program for all department employees

Grant Writing and Reporting: 15%

- Assist in grant writing for new grant opportunities and/or review grant proposals
- Complete grant reports required by funding partner and assist in monitoring visits

Marketing and Public Outreach: 20%

- Oversee the Transportation Department's marketing and community outreach
- Participate in and/or speak at outreach events, including fairs, booths, Head Start centers, Senior Centers, and other organizations as needed
- Work with department coordinators to guarantee high level of local outreach
- Work closely with local entities in regard to Route Guarantee Service Agreements in an effort to enhance customer service and increase ridership (with emphasis on Rice County). Entities include, but are not limited to: Carleton College, St. Olaf College, Epic Enterprises, Northfield Public School District, Northfield Community Action Center, Faribault School District, Faribault Diversity Coalition, City of Northfield, and City of Faribault