

Transit Program Director

The Three Rivers Regional Commission (TRRC) is seeking qualified candidates for the position of Transit Program Director in the Governmental Services Division. The director will oversee the operation of the rural transportation system within TRRC's 10 county region. This position is responsible for tasks such as developing and monitoring of budgets, preparing and administering grants, policy development, public outreach, procurement, and developing contracts related to human services and rural public transit programs. The position is also responsible for preparing program invoices and reimbursement requests for the appropriate state agency, and monitoring fiscal and programmatic performance of service providers for the TRRC's governmental programs.

An employee in this position is responsible for performing a wide array of duties, without direct supervision. Work requires considerable independent judgment, and it is reviewed through results achieved.

EXAMPLES OF DUTIES

Provides recommendations to the Council and Executive Director about the direction of the program

Establishes strategic plan items for review and analysis related to the rural transportation program

Writes, amends, and administers policies and procedures to ensure compliance with established statutes, requirements, and practices of regulatory and associated partner agencies such as the Federal Transit Administration (FTA), Georgia Department of Transportation (GDOT), and Department of Human Services (DHS)

Develops and monitors annual operations and capital budgets. Reviews transportation activities, costs of operations and capital projects. Develops reports based upon financial and operating data for the management team and Council.

Procures, negotiates, administers, and manages contracts and amendments with service providers and agencies

Manages and monitors contractors to ensure they properly adhere to contract and provide assistance when needed

Plans, develops, assesses, and oversees the implementation of short- and long-term goals and objectives, policies, and priorities for regional public transportation services. Works closely with regional stakeholders in the planning, implementation and execution of this responsibility

Seeks funding sources. Writes (or assists in writing) appropriate grant applications for funding

Reports frequently to the Director of the Three Rivers Regional Commission on the status of ongoing projects, and inquires about possible future projects. Responsible for the timely completion of assigned projects

Provides leadership and direction to staff

Represents the Commission to Local, State, and Federal governments and various professional organizations and groups

Ensures compliance with applicable Federal, State, and Local regulations related to service and facilities

Responsible for the development and maintenance of program data stored or created in databases, spreadsheets, or other forms of electronically stored information.

Responsible for the preparation of grants, program monitoring, and other reports as requested. Responsibilities include compiling or editing information for use by the TRRC staff or the general public

Confers, as needed, with civic and business leaders, state and federal agency representatives, and the general public

Analyzes data received from state/federal agencies and subcontractors, and prepares statistical reports for presentation to interested parties

Serves as the Transit Program Director, reports to the Director of the Three Rivers Regional Commission, and coordinates with the TRRC Administrative Services Department as needed

Any other duties as may be required.

DESIRABLE TRAINING AND EXPERIENCE

The Transit Program Director at a minimum must have a Bachelor's Degree in public administration, business, administration, or a related field from an accredited college, and five years of experience in managing budgets, grants, and contractors. Experience in public or human services transportation is a plus. Additional experience may be substituted for educational qualifications to the extent it provides the necessary knowledge, skills, and abilities, required to fulfill the duties described above.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Substantial knowledge of standard research techniques and methods of report presentation.

- Candidate must be computer literate. Good working knowledge of computer technology such as the Windows operating systems, Microsoft Office (Word, Excel, PowerPoint, and Access), common internet browsers.
- Candidate must have knowledge of federal and state grant management and/or grant administration related to human service transit programs, Federal Transit Administration grants and programs.
- Ability to prepare accurate, clear, and concise reports.
- Ability to properly interpret and make decisions in accordance with state/federal laws, regulations and policies.
- Ability to establish and maintain effective working relationships with TRRC staff, members of state/federal agencies, local governments, and the general public.