

# **TRANSIT MANAGER**

**Annual Salary Range \$72,800 - \$93,600**

**Excellent Benefits Package**

*(Salary Dependent on Experience & Qualifications)*

## **About the Agency:**

Public transportation services have been operated in the Lake County region by the Lake Transit Authority (LTA) since its formation in 1996. Lake Transit Authority also currently serves as the Consolidated Transportation Services Agency (CTSA) for the region, providing additional transportation services including non-emergency medical transportation trips for seniors and people with disabilities and a volunteer driver program. Paratransit Services, Inc. is the current operations contractor providing fixed route and paratransit services for Lake Transit Authority.

The management structure of Lake Transit is a unique arrangement with the Transit Manager position hired through an independent contractor, Davey-Bates Consulting. The Transit Manager supervises the day-to-day responsibilities associated with the operations and administration of the transit agency, in partnership with our operations contractor, Paratransit Services.

## **The duties of the Transit Manager Position are outlined below. Experience in these aspects of the position is preferred yet not required:**

- Manages the overall planning and development of Lake Transit Authority (LTA) to maximize the efficiency and responsiveness of public transit service for the Lake County Region. Evaluates system performance, develops service options, and provides oversight of creation of schedules, run cuts and work packages utilizing industry best practices.
- Coordinates with Executive Director in developing annual budgets, work plans and fiscal management of transit agency.
- Directs transit system operations and procedures, monitors and evaluates contract services, analyzes service utilization and operations.
- Coordinates and monitors accounting, procurement, property and operating records and procedures.
- Interacts with operations contractor, transit supervisors and other agency staff in a positive manner, to receive and give feedback on various scheduling/routing and bus stop issues, researches complaints, problems and prepares responses for LTA Board and Executive Director.

- Monitors fleet and equipment replacement and acquisition program. Prepare, as needed, vehicle and equipment specifications and manage acquisitions as authorized in the annual budget.
- Oversees use of on-board transit technology systems such as GPS tracking systems, mobile radios and communications, stop annunciators, and other technology as applicable; stays up-to-date on transit technology, including researching, evaluating and making recommendations on the utilization of new technologies, and coordinates with staff to ensure systems function appropriately.
- Proposes strategies to promote service to attract new riders and coordinates the development and implementation of marketing plans, fare structures, promotional campaigns, public presentations and other activities. Prepares press releases, flyers and other materials that do not require complex graphics or printing.
- Communicates with interregional transit partners to support transit coordination, connectivity of schedules and fare programs to support seamless travel for transit riders.
- Oversees development of LTA agenda, provides supporting documentation, provides staff assistance to the LTA Board of Directors, attends and makes presentations to LTA, and other committees (i.e. Social Services Technical Advisory Council (SSTAC) and Lake Technical Advisory Committee (TAC)) public meetings, conferences and other events on behalf of LTA.
- Plans, monitors and oversees data collection efforts, quarterly and annual performance and financial status reports, and presents findings and recommendations to LTA Board based on data collected.
- In consultation with the Executive Director, initiates grant applications, identifies grant opportunities, reviews guidelines, prepares applications, progress reports, and related documentation required for Local, State and Federal grant programs, including development of cost estimates for service alternatives.
- Coordinates with LTA administrative staff to maintain procurement records, and oversees consultants and vendors as needed in order to ensure project oversight as lead project manager for transit procurement.
- Coordinates and supports execution of fiscal & compliance audits.
- Monitors legislative and regulatory issues to ensure agency compliance with applicable laws and regulations, and to disseminate information to the Board of Directors regarding matters of interest to the Transit Authority.
- Serves as a liaison with Local, State and Federal agencies on matters related to Lake Transit.

- Works with consultants and Lake Area Planning Council (APC) staff to prepare major planning documents such as the Regional Transportation Plan, Short Range Transit Plan, Americans with Disabilities Act (ADA) Plan and other planning documents, including developing tasks, soliciting and merging input from jurisdictions and the public. Works with Lake APC staff, Operations Contractor, and Mobility Manager to jointly determine target audiences for public outreach based on policy and planning initiatives.
- Provides public transit agency review of regional transportation plans, and reviews proposed land use developments or road projects, and prepares written comments to promote transit supportive development
- Coordinates with planning staff, including prioritizing and assigning projects and provides feedback as needed to ensure transit goals are met.
- Performs related duties as required

#### OTHER JOB FUNCTIONS

- May be assigned additional managerial and administrative responsibilities as required

#### MINIMUM QUALIFICATIONS

A Bachelor's Degree from an accredited college or university in Public Administration, Planning, Transportation Planning, Statistics, Mathematics, Geography, Environmental Science, or related field; AND a minimum of (4 years) of related professional experience. (A Master's Degree from an accredited college or university may substitute for (2 years) of professional experience.

And, knowledge of:

- Concepts, principles and practices of public transit operations
- Applicable Federal, State and Local laws, rules and regulations and policies related to public transit
- Financial administration, generally accepted accounting principles, budgeting and procurement principles
- Transportation funding sources and reporting requirements
- General understanding of scheduling software systems and related technologies
- Preparing written reports including creation of tables and visually appealing concepts
- Office software such as Microsoft Word, Excel, PowerPoint, Adobe Acrobat Pro, and Access

And, ability to:

- Manage projects, including facilitating continual progress on priority projects

- Decide the time, place and sequence of operations within an organizational framework
- Analyze operating data, identify issues and opportunities and recommend appropriate solutions
- Present information and respond to questions from management, elected officials, and the public
- Practice and demonstrate strong organizational and time management skills
- Establish and maintain cooperative relationships with those contacted during the course of work
- Maintain tact, poise and professional demeanor in the workplace and with the public and coworkers

LICENSES AND OTHER REQUIREMENTS: A valid California driver's license

- Work in an office environment
- Driving a vehicle to conduct work
- Speaking to make presentations
- Ability to operate standard office equipment

SELECTION PROCESS:

All applicants will be evaluated on their related work experience, education and qualifications. Qualified applicants may be invited to an oral interview.

HOW TO APPLY:

To apply, please submit the following by **February 16, 2018**:

- Cover letter: Your letter should briefly describe the professional skills, experience and vision that you would bring to the agency
- Resume: Your resume should highlight your education and experience as it relates to this position

**To be considered, please send the above documents as a single PDF document to:**

Davey-Bates Consulting  
Attention: Lisa Davey-Bates  
367 N. State Street, #204  
Ukiah, CA 95482  
Or by E-mail to: [ldaveybates@dbcteam.net](mailto:ldaveybates@dbcteam.net)

All statements made in the submitted documentation are subject to investigation and verification. Invalid applications are subject to disqualification.