
EXEMPT (Y/N):	Yes	JOB CODE:	CSC Exempt
DEPARTMENT:	Transit	CLASSIFICATION:	475
SUPERVISOR:	Board of Commissioners	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Responsible for professional performance and administration of the Transit Department for Columbia County. Responsible for planning, organizing and directing the activities of the Department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance and to protect the public health and safety. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work directly with a wide range of community groups, public and private sector officials, County employees, individual citizens and as part of the County management team.

Promote excellence, dependable performance, responsible customer services, pride, initiative, commitment, cooperation, safety and a team approach throughout the Department. Evaluate and define Departmental programs and policies along with the development of budget proposals in accordance with the vision of the County as articulated by the Board of County Commissioners. Supervise staff of professional, technical and office support staff and volunteers and hold them accountable for results.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Manage and oversee operations for the Transit Program. Prepare and propose development plans for the Transit Plan and future operations and structure.

Manage and closely monitor operations of Transit contractor.

Conduct fund raising activities, including grant applications as appropriate to fund Transit operations, including contact with Federal, State and Local agencies. Provide administration of ongoing funding streams, including grant oversight.

Create and maintain relations with cities to the extent that support for the Transit Program and funding assistance are available.

Oversee coordination of the Columbia County Citizens Transportation Advisory Committee.

Supervise staff, including assigning and reviewing work, evaluating performance and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints. Recruit, train and supervise temporary employees and volunteer advocates.

Develop, coordinate and implement a marketing plan to attract riders and increase use of the Transit Program.

Work closely with Economic Development teams to ensure that the Transit Program furthers County development plans.

Prepare annual budget. Review and monitor expenditures for compliance with approved budget.

Prepare, recommend for adoption, and implement policies and procedures relating to the Transportation Plan and Program.

Represent the County at designated public and County meetings related to Transit. Provide information on Transit Program activities and status of projects to County officials, news media and the public.

Follow all safety rules and procedures established for work areas. Ensure departmental compliance with all policies and procedures.

SUPERVISORY RESPONSIBILITIES: Directly supervise 1-2 employees.

- Ensure that Department plans and goals are effectively communicated throughout the Department so that individual work plans maintain progress toward Department goals.
- Fulfill role as appointing authority for Department to ensure the hire of qualified candidates. Ensure that each Departmental employee receives written, clearly stated goals and expectations.
- Ensure that each Departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of Departmental employees.
- Provide training opportunities for Departmental staff.
- Diagnose organizational needs, designing approaches and facilitating interventions to optimize Departmental communication, cooperation, teamwork, participation and results.
- Discharge all supervisory responsibilities in accordance with the County's policies and procedures, collective bargaining agreements, and State and Federal laws.
- Coordinate all personnel functions with the Human Resources Department.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Board of County Commissioners and is reviewed jointly by the Board and Administrator through conferences, reports and the effectiveness of programs in accomplishing Department goals and objectives.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a bachelor's degree, in the field of business, transportation, public administration or related field with at least five years experience in transit services, transportation planning or related field. Any satisfactory combination of

experience and training which demonstrates the ability to perform the above duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of issues related to transportation systems and planning. Knowledge of DOT regulations, state and federal rules and regulations relating to transit systems. Knowledge of administrative principles associated with budgeting, program planning, project management and contract management. Ability to develop and implement County transportation programs. Ability to meet deadlines and work independently in cooperation with community and agency representatives. Familiarity with personal computers and standard business software programs, such as word processing and spreadsheets.

Ability to:

- Plan, implement, and evaluate Department activities based on policy guidelines, regulations and laws.
- Think conceptually and quickly get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt flexibly to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with ambiguity.
- Model the positive behavior desired in others and promote collaboration and shared responsibility for Departmental success. Look for opportunities for people to contribute, develop skills, take responsibility and be trusted.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.
- Successfully apply for, receive and administer a wide variety of grant funding.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands while in the office are usually minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds. Field activities require walking, bending, stooping and climbing.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Requires traveling throughout the County for attendance at meetings and/or other events and attendance at evening or weekend meetings or events. Occasional field work will expose position to all weather conditions and a variety of terrains.