
EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Transit	CLASSIFICATION:	480
SUPERVISOR:	Transit Program Administrator	SALARY RANGE:	E04
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Under the guidance and direction of the Transit Program Administrator: Direct and oversee the operation and implementation of County public transportation system; oversee contractor provided services for the Transit Program; advertise, promote and communicate the capabilities of the Transit Program; and monitor the preventive maintenance program for transit vehicles and the shared services maintenance program serviced by Transit. Do other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned and all duties are performed under the guidance and direction of the Transit Program Administrator.

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

Monitor and provide oversight of contractor provided services, ensuring compliance with Federal, State and Local rules and regulations and Program goals and objectives.

Provide support and coordination to the Columbia County Transit Advisory Committee.

Develop, coordinate and implement a marketing plan to attract riders and increase use of Public Transit in Columbia County.

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

Design bus routes and schedules, including analyzing run cutting to provide efficient, cost effective operation of routes and service.

Enforce County and Transportation Plan policies, rules and regulations and applicable Local, State and Federal laws.

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

Review and respond to inquiries from citizens. Resolve problems and complaints appropriately. Provide assistance and information to individuals and organizations interested in the Transit Program.

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. Provide information on Transit Program activities and status of projects to County officials, news media and the public

Respond to rider complaints and work with the Transit operations contractor to respond to and resolve complaints and concerns in accordance with the contract and federal, state and local laws, rules and