



CITY OF SANDY JOB DESCRIPTION

POSITION TITLE: Transit Director
DEPARTMENT: Transit
FLSA STATUS: Exempt
SALARY RANGE: L
REPRESENTATION: None

GENERAL POSITION SUMMARY:

The Transit Director is a working director responsible for all aspects of design, administration, operation and evaluation of the Sandy Transit system. The Transit Director plays an integral role in local, regional and state-wide transit planning.

ESSENTIAL JOB FUNCTIONS:

- Manage all aspects of complicated funding system including payroll tax, fare revenue, federal and state grants
- Recruit and maintain most qualified firm for operation of all Sandy Transit services
- Fleet purchase, management, maintenance and replacement
- Design, develop, enhance and evaluate a wide variety of transit services to provide optimal response to community needs consistent with Council policy and customer satisfaction
- Work collaboratively with the Transit Advisory Committee (TAC) to formulate, develop and implement long and short-range goals and objectives for the City
- Develop and project a positive image for Sandy Transit and the City in general; interact with media representatives and participate in interviews as requested; prepare or approve news releases, public service announcements and advertising related to services and special programs
- Respond to inquiries from external sources regarding services, programs and projects; provide information concerning existing transit services and future plans; resolve complex issues related to unique circumstances and emergency situations
- Prepare and review comprehensive narrative and statistical reports to City Administration, Council and regulatory agencies as required; provide historical information and current perspectives to facilitate informed decision-making; direct the development and distribution of agendas for meetings of the TAC, Council, and other groups as required
- Direct the development of the City's biennial budget; review and analyze funding requests and determine appropriate priorities; ensure the application of sound fiscal management principles and practices; monitor budget throughout two-year cycle
- Direct and oversee the preparation of specifications, bid documents, advertisements and other materials required for the purchase of operations, vehicles, equipment and services; ensure compliance with Council policies and applicable laws, ordinances and regulations; communicate with vendors and suppliers to ensure efficient procurement of goods and services.
- Ensure the efficient preparation, maintenance, retention, storage and accessibility of records and reports
- Supervise, evaluate, and manage the performance of City staff; provide training, leadership and direction; review and evaluate the progress of programs, projects and activities; delegate responsibility as appropriate and ensure staff development and training opportunities are provided



CITY OF SANDY JOB DESCRIPTION

- Participate in a variety of meetings within the City, the community, and throughout the region as necessary
- Perform other duties as required
- Establish and maintain positive working relations with co-workers, citizens and the general public.

JOB SPECIFICATIONS:

Mandatory Requirements:

A bachelor's degree from an accredited college or university, preferably in public administration, business or a closely related field relative to public transportation, and a minimum of two years of progressively responsible experience in public transportation. Four years of work experience in public transportation or relevant field is preferred. Prior management experience preferred. Any combination of experience and education that provides the applicant with the level of required knowledge and abilities will be considered.

Necessary Knowledge, Skills and Abilities:

- Excellent skills in public relations, written and oral communication
- Knowledge, or ability to learn complicated grant systems to secure and monitor a variety of state and federal grants
- Knowledge of the complicated requirements of operating a transit system
- Contract management
- Interacts well with department staff, operation providers, committee members, and co-workers from other departments
- Works collaboratively throughout the region
- General knowledge of vehicle maintenance and operation
- Attention to detail
- Ability to adapt to changing circumstances and revenue sources

Special Requirements/Licenses:

- Possession of, or required to obtain, a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Possess or obtain a Community Transit Manager certification within a year of hire date.
- Must be able to pass the department's security clearance standards. References, Criminal History and Driving Record will be checked.

SUPERVISION RECEIVED:

Works under direction of the City Manager.

SUPERVISORY RESPONSIBILITIES:

Direct supervision of Transit Assistant and overall management of Transit Operations Contract.



CITY OF SANDY JOB DESCRIPTION

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 job functions.

- Expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.
- Expected to physically access all areas of the Transit facility.
- Expected to respond to emergency situations which may require travel throughout the City on bus routes.
- Frequently required to sit for long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Able to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Occasionally required to lift and/or move up to 25 pounds.

TOOLS AND EQUIPMENT USED:

Basic office equipment.

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.

Work is performed mostly in office setting in well-lighted, temperature controlled office environment. Some external noise. Many projects are deadline driven.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.

Kim Yamashita
City Manager

Adopted: 08/20/1999
Revised: 07/20/2011
Revised: 06/12/2015
Revised: 02/15/2017

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



**CITY OF SANDY
JOB DESCRIPTION**

Employee

Date