

BALDWIN COUNTY
invites applications for the position of:

Director of Transportation - Baldwin County Commission

SALARY: \$64,045.00 - \$101,449.00 Annually

OPENING DATE: 02/06/19

CLOSING DATE: 02/21/19 11:59 PM



Prepares and maintains county and federal budgets yearly for Section 5311 Rural, 5307 Small Urban, 5307 Large Urban and other federal grants for funding. Must understand state bid laws, federal register, and state and federal audit procedures. Generates revenue by marketing and selling BRATS services to potential customers, local population, businesses, social service agencies, and organizations by conducting workshops, and giving presentations. Serves on various boards and committees. Attends meetings, conferences and workshops, relating to the job in order to promote public transportation and the Baldwin County Commission and to bring back new, innovative ideas. Develops new routes, and supervises staff working hours, leave time and signs time cards. Supervise all subordinate personnel for over fifty (50) employees including Assistant Director, Scheduling Manager, Driver Supervisors, Schedulers, Dispatcher, Mechanics, Full and Part Time Bus Drivers, Office Assistant, Temporary Staff, and volunteers. Supervises the operation of the cost center of County Transportation which includes the courier service and county owned transit related vehicles. Activated during emergencies for assisting in County evacuation with Emergency Management. Works closely with both the ESMPO and AL/FLTPO by serving on Technical Advisory Committees (TAC) and coordination of special transit projects with cities, county, state and federal governments.

This position requires driving as an essential function of the position. For Baldwin County driving requirements, please see the following link: [Driver Qualifications](#). Successful applicants must be at least 20 years old, insurable by the County's insurance carrier, pass a criminal and motor vehicle background check and will be subject to a pre-employment drug test and physical.

ESSENTIAL JOB FUNCTIONS:

Supervisor

1. Oversees the overall operation of public transit.
2. Oversees all department personnel ensuring staff follows county policies and procedures.
3. Ensures staff handles public professionally and equally.
4. Ensures subordinates prepare neat accurate and reports on time.
5. Signs off on time cards of employees, scheduling work hours, lunch times, and leave times, travel, etc.
6. Interviews new hires, temporary staff and volunteers.

Management

1. Plans budgets of various local, state and federal agencies.
2. Plans and schedules bus routes.
3. Oversees grants relating to transportation (i.e.--FTA Section 5311 Rural, 5307 Small Urban, 5307 Large Urban & Other Federal Grants).
4. Oversees marketing program to promote the transportation program.
5. Maintains up-to-date office policies and procedures.
6. Promotes an active Transportation Steering Committee.
7. Prepares cost analysis for consumers and prospective consumers.
8. Prepares cost analysis to insure full cost recovery on contract services.
9. Prepares cost analysis on all routes to ensure efficiency of routes.

10. Supervises over fifty (50) employees.

Public Relations/Service

1. Plan and conduct public transit awareness events.
2. Give presentations to churches, civic, clubs, social services both in and out of the county.
3. Develop and write public service announcement newspaper, radio, and television in relation to the job.
4. Attend workshops, conferences in relation to the job.

EDUCATION AND EXPERIENCE:

1. Bachelor's degree in business or marketing, or six (6) years' experience working with public transit.
2. Must have a current driver's license.
3. Two (2) years' experience in accounting.
4. Experience or appropriate training in social services.
5. Experience in public speaking, supervision and scheduling.

Other Characteristics

1. Willing to work non-standard hours as necessary for festivals and special events.
2. Willing to travel to meetings and seminars as necessary.
3. Must have own automobile.
4. Activated during emergencies for assisting in County evacuation.
5. Other duties as deemed necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

(Any item with an asterisk will be taught on the job.)

1. Skills to converse with agency personnel and the general public.
2. Math skills to compute and understand basic arithmetic functions.
3. Accounting skills for budget preparations and analysis.
4. Skills to neatly and clearly complete various records and reports.
5. Skills to understand reports, instructions and correspondence.
6. Interpersonal skills to manage and coordinate various resources.
7. Knowledge of various social service agencies and organizations.
8. *Knowledge of Federal, County and department rules, regulations, policies, and procedures.

Baldwin County Commission and Baldwin County Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, citizenship or veteran status in employment. It is the intent of the Baldwin County Commission and Baldwin County Sheriff's Office to guarantee equal opportunity to allow disabled employees a bias-free work environment. Baldwin County Commission and Baldwin County Sheriff's Office, upon request, will provide reasonable accommodation in compliance with the ADA. Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during the application, testing, and interview process.

Please visit <https://www.governmentjobs.com/careers/baldwincountyal> to apply.