

**SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:**



**Director, Community & Contract Bus
Services**

SALARY:	\$124,944.00 - \$174,876.00 Annually
DEPARTMENT:	Community Bus Services
OPENING DATE:	06/07/22
CLOSING DATE:	Continuous
RECRUITMENT TYPE:	Internal/External
DESCRIPTION:	

THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.

The purpose of this position is to manage and direct the activities of the Community Bus Services, Microtransit and Contract Bus Service departments and to fully support the goals and objectives of both the Operations Division and SacRT. This is accomplished by supervising staff, preparing and monitoring the department(s) budget, developing and managing programs, policies, and procedures, directing the provisions of Demand Response service, developing service integration and optimization plans, coordinating vehicle maintenance, monitoring facility condition and needs, assisting in procuring new buses, interpreting and administering union contracts and providing field customer service. Other duties include responding to, containing, and managing emergency situations, participating in SacRT and department training opportunities and programs, completing special projects, representing the department at community meetings and acting as a resource base to other departments, executive management, and outside agencies as requested/directed.

EXAMPLES OF DUTIES:

- Under administrative direction, plans, directs, manages and implements the operations, services and functions of the CBS, Microtransit, and Contract Services within the SacRT Transit Operations Division including the daily oversight of operations, adherence to budget, performance, and safety; participates in the analysis, strategic planning and design direction for future growth of these types of service in terms in additional service with coordination for capital improvements, with an emphasis on economy and operability.
- Provides leadership direction to staff; coordinates and/or provides developmental work plan, training, advice and counsel for staff; manages employee relations and takes appropriate corrective action, manages workflow and prioritization of projects and measures the performance of the Department and all related staff.
- Provides day to day policy direction, agreement, enforcement, and provides clarity in all SacRT related matters; implements safety and emergency management plans, Standard Operating Procedures (SOPs), audits, review and training; interfaces with Fire

Departments; insure necessary testing and documentation for Certification of Occupancy; identifies cost saving areas for efficiencies; provides input to stakeholders on operations review, management and administration performances, timeliness and safety practices.

- Directs and implements event services; meets with contractors/partners regarding operational issues; plans and coordinates direct command, control and communications for emergency/crisis which is 24/7 and interruption of service and of service restoration.
- Develops, implements, and manages programs, policies, and procedures by setting annual goals and standards, measuring and reporting monthly progress, reviewing existing department policies and procedures, and developing needed plans and procedures for improvements.

MINIMUM QUALIFICATIONS:

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Formal Education: Bachelor's degree or equivalent in Business Administration, Public Administration, Management or a related field.

Experience: A minimum of seven (7) years of progressively responsible experience in public transportation, with four (4) years of experience in a bus operations, paratransit operations, microtransit operations, or maintenance environments and three (3) years of supervisory experience.

Certification & Other Requirements: Ability to obtain and maintain a CA Class C driver's license. Obtain and maintain National Incident Management System (NIMS) training.

Proof of required education beyond high school such as college transcripts, diplomas, licenses and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application and supplemental questionnaire are required for this position. Applications, supplemental questionnaires, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

A completed employment application and proof of education, as outlined above, must be submitted online. This position will remain open until filled. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity EOE Employer - Minorities/Women/Disabled/Veterans.

This position falls under Management and Confidential Employee Group (MCEG).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sacrt.com/Career/>

Position #2022-00672IE
DIRECTOR, COMMUNITY & CONTRACT BUS
SERVICES
CW

2810 O Street
Sacramento, CA 95816
(916) 556-0298

Director, Community & Contract Bus Services Supplemental Questionnaire

- * 1. Describe, in detail, all of your progressively responsible experience in public transportation. In your response, please include the employer and number of years/months you performed these functions.

- * 2. Describe, in detail, all of your experience in a Bus, Paratransit, Microtransit operations or maintenance environment. In your response, please include the employer and number of years/months you performed these functions.

- * 3. Describe, in detail, all of your supervisory experience administering contracts in a union environment. In your response, please include the employer, specific responsibilities, size of the workforce, and number of years/months you performed these functions.

- * Required Question