



Position Open Director of Transportation

Posted: May 14, 2018

Deadline: June 4, 2018, or until filled

Hiring Range: \$70,000 - \$90,000, full time, exempt

SUMMARY:

[Three Rivers Community Action](#) is a non-profit agency providing economic opportunities that strengthen individuals, families and communities in southeastern Minnesota. The agency is seeking an experienced professional to join its leadership team. The Director of Transportation oversees the transportation services at the agency. This includes public transit (route service in 4 communities, and dial-a-ride in 18 communities), volunteer transit (volunteers providing rides to seniors and persons with disabilities), and guaranteed route services (Head Start, schools, colleges, etc). The Director of Transportation is responsible for planning, budgeting, contract negotiations, program delivery, asset management, supervising and training staff, public outreach and grantwriting. The director serves as a member of the agency's leadership team, responsible for planning, development and implementation of agency level goals, policies and procedures. The position would ideally be located in Plainview, but there is flexibility in the office location (Zumbrota or Northfield) for the right candidate. Travel throughout four counties (Goodhue, Wabasha, Rice, Winona) required. The position is full time with benefits. EOE/ADA

REQUIREMENTS:

- BA or BS and minimum of five years of progressive experience in transportation, business, management, or related field. Master's degree preferred.
- Knowledge of transportation industry, or demonstrated ability to learn an industry that has state and federal program requirements
- Experience supervising multiple staff
- Extensive organizational skills and ability to handle multiple tasks with strong attention to detail
- Demonstrated experience in financial management, including budgeting and analysis
- Self-motivated, confident individual with ability to learn quickly and work both independently and as part of a team
- Exceptional communication skills and outstanding commitment to customer service
- Experienced in public speaking and demonstrated ability to articulate ideas and work with diverse cultural and economic backgrounds
- Strong writing skills and demonstrated ability to prepare grant applications and complete reporting requirements
- Ability to solve problems, identify new solutions and adapt to changing priorities
- Experienced in Microsoft Office programs (Word, Excel, Access, Outlook)
- Ability to travel within the region

TO APPLY: Send resume and cover letter to jobs@threeriverscap.org by June 1, 2018. If you have any questions about the position, please contact jarson@threeriverscap.org

Director of Transportation – Task List

Management of Transportation Department: 50%

- Oversee and implement transportation programs at Three Rivers, including public transit (route, deviated route and dial-a-ride), volunteer transit and other guaranteed route services (Head Start, contracted services, etc)
- Responsible for implementation of transportation department outcomes, including strategic planning, implementation plans, budgeting, goal-setting and outcome measures
- Oversee tracking of budgets and data to report on outcomes, and prepare reports to Executive Director, CFO, Board of Directors and Transit Advisory Committee
- Facilitate Transit Advisory Committee meetings, gathering input and reporting progress to members from across the region
- Oversee development and maintenance of departmental operating policies and procedures, including operations manual, service policies for customers, staff training, route modification procedures, public engagement, and others as needed
- Negotiate and implement transportation contracts and systems with City Officials, School Districts, private entities, etc.
- Resolve customer grievances and external compliance issues to ensure best possible outcome
- Resolve internal issues of compliance, performance, and quality control as needed
- Serve on the agency's management team, actively participating in the planning, development and implementation of agency level goals, policies and procedures

Staff Supervision: 20%

- Supervise up to 8 managers and coordinators in a department of approximately 85 staff
- Work with Human Resources and transit leadership team to recruit, interview, and select transit staff for employment
- Facilitate orientation for new hires
- Conduct regular team meetings
- Oversee bi-weekly payroll procedures, ensure timecards meet FMCSA regulations
- Develop and oversee process of training, evaluating, motivating and retaining staff
- Ensure staff and operations are in compliance with state and federal transportation regulations

Grant Writing and Reporting: 15%

- Complete annual grant proposal to MN Department of Transportation
- Oversee writing proposals for new grant opportunities for volunteer transportation, public transportation and/or other activities in the department
- Complete grant reports required by funding partners and prepare for monitoring visits

Marketing and Public Outreach: 15%

- Oversee the Transportation Department's marketing and community outreach plan
- Represent Three Rivers and the transportation services at city councils, county boards, public events, partner events and with the media
- Work with department managers and coordinators to guarantee high level of local outreach