

City of La Crosse Classification Specifications

Employee:		Department:	Transit Utility
Position Title:	Transit Manager	Reports To:	Transit Utility Board
FLSA Status:	Exempt		

Purpose of Classification

The purpose of the position is to plan, direct and manage the operation and development of the La Crosse Municipal Transit Utility. The Transit Manager is considered a city executive by Common Council resolution and performs administrative level responsibilities at the La Crosse Municipal Transit Utility. The employee in this job classification is appointed by the Transit Utility Board subject to confirmation by the full Common Council. The employee works under the general supervision of the Mayor and is required to make complex judgments and decisions.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans, directs, administers, coordinates and monitors the day-to-day activities, operations, development and coordination of programs pertaining to public transportation, including improvements, promotion and safety.

Plans long range goals, objectives, organizational structure and direction of the Utility; monitors, reviews and communicates the various phases of the Utilities strategic plans to ensure objectives are met.

Prepares the annual operating and capital improvement budgets. Enforces cost control measures, eliminates redundant systems and establishes and implements cost control measures to ensure compliance with budgetary limitations.

Develops, communicates and monitors policies, procedures and standards for the Utility; conducts staff meetings to review progress, accomplishments, budgets, strategies and plans; ensures quality standards and compliance with regulations are maintained.

Establishes, maintains and enforces rules and regulations for purpose of administering and managing transit operations.

Serves as liaison with state and federal agencies in regard to transit matters and aid programs, ensures the input and involvement of the transit system pertaining to transit legislation or related interests by serving on local, state, and professional boards.

Maintains overall accountability for the safe, efficient and effective operation of the Transit Utility; ensures compliance with local, state, and federal regulations; makes complex decisions regarding the delivery of transit services.

Hires, supervises, plans, coordinates and assigns the work of Transit Utility personnel, monitors and evaluates performance and work outputs to maintain efficiency and quality of work.

Plans, allocates and monitors time, people, equipment and other resources for the Utility to ensure efficient organization and completion of work.

Ensures compliance with Federal Transit Administration, Wisconsin Department of Transportation regulations and Minnesota Department of Transportation Regulations. Prepares annual state and federal operating and capital grant applications.

Negotiates major leases and is responsible for leases, service contracts and other agreements with surrounding communities and transit vendors; resolves operational problems and maintains effective and professional relationships.

Establishes rates and charges for use of Transit Utility buildings and property.

Inspects Transit Utility equipment, buildings and grounds to ensure safety and adequate response to needs of tenants and the public.

Represents and promotes transit at various functions; makes speeches at civic and business associations; meets with business and community leaders; developers, officials and citizens to establish good will and positive associations.

Maintains and upgrades professional knowledge, skills and development by attending seminars and training programs; reading trade and professional journals and publications.

Provides information to news media in written, oral and video interviews.

Develops business and financial opportunities to ensure financial viability.

Administers Transit Utility contracts.

Participates in the negotiation strategy and meetings for successor collective bargaining agreements.

Represents Transit management in employee grievances and arbitrations regarding Transit matters.

Develops and prepares policy recommendations for the Transit Utility Board, determines and recommends facility improvements, expansions and changes, ensures compliance with state and federal transit operational, security and personnel rules and regulations; trains personnel in new and changed procedures.

Prepares resolutions and legislation for appointed and elected officials.

Researches, develops and implements new technology.

Effectively markets the Transit Utility for maximum ridership.

Participates in rotation for weekend management coverage.

Maintains confidentiality of proprietary information and employee personnel matters.

Maintains regular and predictable on-site attendance.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.

Performs other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelors degree in Business Administration, Finance or related field with five years of transit operations experience; or combination of education and experience that provides equivalent knowledge, skills and

abilities. In addition, must possess three to five years public transit supervisory experience. A valid Wisconsin Commercial B Driver's License with passenger endorsement required. Demonstrated proficiency in MS Office. Must possess strong communication skills, both written and oral. Knowledge of DOT regulations.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to comprehend and interpret a variety of documents including employee evaluations, architectural and engineering drawings, insurance requirements, training reports, emergency and security directives and manuals, policy and procedure manuals. Federal Transit Administration (FTA) and Wisconsin Department of Transportation rules and regulations, etc.

Ability to analyze and categorize data and information in order to determine the relationship of data with reference to established criteria/standards. Ability to compare, count, differentiates measure and assemble. Ability to classify, compute and tabulate data.

Ability to advise and provide interpretation to others on how to apply policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as employment forms, grievances, union contracts, benefit forms, job bids, billing statements, requisitions, budget, payroll records, wage surveys, job postings, advertisements, job applications/resumes, benefit handbooks/manuals, service contracts, personnel policies, ordinances, resolutions, statutes, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with city employees, Common Council Members, union representatives, job applicants, medical care providers, training personnel, benefit plan administrators, consultants and general public.

Mathematical Ability

Ability to add and subtract, multiply and divide, calculate percentages, fractions, decimals and make use of the principles of basic algebra, geometry and accounting.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as leading, teaching and coaching.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as transit vehicles, computer terminals, two-way radio, fare boxes, calculator, photocopier, fax machine, and telephone.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary light work, but which may involve some stooping, lifting, carrying, pushing and pulling.

Ability to recognize and identify individual characteristics of colors, shapes, sounds, odors and textures associated with job related objects, materials and tasks. Ability to sustain prolonged visual concentration.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as smoke, odors, toxic agents and traffic hazards may cause discomfort, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.