CITY OF WATERTOWN, NEW YORK

MUNICIPAL CIVIL SERVICE COMMISSION
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EXECUTIVE SECRETARY

PLEASE POST CONSPICUOUSLY

CITY OF WATERTOWN

ANNOUNCES

APPLICATIONS ARE BEING ACCEPTED FOR THE POSITION OF

CITIBUS TRANSIT DIRECTOR

DATE POSTED:	**January 19, 2017**
CLOSING DATE:	**February 10, 2017**
SALARY:	**$66,000 - $76,000**

PLEASE NOTE: This is a competitive title in the classified civil service; therefore, appointment will be on a **provisional basis only**. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three

Interested persons should complete a civil service application and submit to:

Civil Service Commission
Room 201B, Municipal Building
245 Washington Street
Watertown, New York 13601

A complete job description is attached.

Amie Davis
Executive Secretary

CitiBus Transit Director

Job Specification
Classification: Competitive
Series: Transit

DISTINGUISHING FEATURES OF THE CLASS: The Transit Director, under the administrative direction of the Superintendent of Public Works, directs and oversees the strategic planning and operation of the City of Watertown's CitiBus transit system. The Director shall: develop, review and administer transit operating policies, procedures and contracts; direct and supervise transit operations; assist with establishing and executing an annual program budget; and, evaluate performance of transit services. The Direct shall also develop and implement transit capital programs; develop and implement various transit marketing programs; work with local agencies to provide efficient public transportation services; make presentations to City Council, Transportation Commission and public groups; continue initiatives to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Develop, amend and administer policies and procedures to ensure compliance with established statutes and requirements of regulatory agencies (i.e. NYSDOT, FTA, NTD, ADA, etc.).
- Plan and assess long and short-term goals and objectives for revenue service, revenue service modifications, revenue rate structures, eligibility guidelines, and personnel and fleet requirements and attainment of goals and objectives.
- Develop and monitor annual operations and capital budgets. Review transportation activities, costs of operations fleet maintenance and insurance costs.
- Develop reports based upon financial and operating data for NYSDOT, FTA, NTD, Watertown Jefferson County Area Transportation Council (WJCTC) and the Transportation Commission.
- Assesses unmet transportation needs and make recommendations to address the gaps.
- Negotiate, administer, and monitor contracts and amendments with agencies and providers.
- Makes hiring recommendations as necessary to meet mission and goals of department. Counsels and recommends discipline and termination of staff. Evaluates performance of supervisors and administrative staff. Reports FTA Substance Abuse Testing Program. Administers terms and conditions of collective bargaining agreement. Responds to employee grievances. Monitors employee training and certifications.
- Seeks grant and other funding opportunities. Develops appropriate grant applications for funding operations, vehicles, facilities, and equipment procurement. Completes all reports as required by funding sources.
- Conducts public meetings as needed. Makes presentations to local officials, Transportation Commission, civic organizations, the media, and the public.
- Builds and maintains strong relationships with local officials, agency directors, transit users and the public. Monitors customer service and satisfaction.
- Responds to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns. Assesses incidents, complaints, etc (e.g. safety issues, transportation routes, legal issues, department staffing, etc.) for the purpose of resolving or recommendation a resolution to the situation.

EXAMPLES OF WORK ACTIVITIES: (continued)

- Researches new equipment/vehicles, laws, regulations, etc. for the purpose of recommending purchases, contracts and proper maintenance of CitiBus services. Oversees vehicle prevention maintenance programs and activities for the purpose of ensuring CitiBus vehicles are completed efficiently, and within regulatory requirements.
- Possesses a clear comprehension of the operation of the overall system to meet the needs of passengers and sponsoring agencies. Executes driver manifests, dispatch records, trip reservations cancellations, and changes to the daily schedule. Plans all routes for the most efficient and effective use of personnel and vehicles.
- Effectively communicates transportation philosophies. Adheres to the policies and standards adopted by the City of Watertown, contract agencies, and other governmental agencies. Maintains appearance of all facilities and vehicles in such a manner as to enhance the prestige and dignity of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Travel independently.
- Talk or hear, stand, walk, use stairs, sit; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Plan, develop, and implement various transit marketing programs.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Effectively present information and respond to questions from clients.
- Administer transit operating contracts, including direction and supervision of operations, financial matters, performance and maintaining working relationships with operating companies.
- Administer and implement Transit capital improvements.
- Improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Relate to and work well with staff.
- Maintain automobile insurance coverage and have access to an automobile.
- Ability to establish positive client relations.

Knowledge of:

- Public or private transit systems management, including experience in transit operations and planning.
- Supervision, training and development.

MINIMUM QUALIFICATIONS: Either

A. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelors' Degree or higher in public or business administration, business, engineering or a related field of study and five (5) years of executive level experience in public or private transit systems management, including experience in transit operations and planning.

B. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher in public or business administration, business, engineering or a related field of study and five (7) years of executive level experience in public or private transit systems management, including experience in transit operations and planning.

C. An equivalent combination of experience and training as defined by the limits of above.

SPECIAL NECESSARY REQUIREMENT:

- Possession of a valid NYS Driver's license (CDL-A or B with "P" endorsement within 12 months of employment.)
- Must have personal transportation in order to ensure rapid incident site response during off schedule hours.
- Must obtain and maintain BAITFISH Certification.

Classification history:

Adopted 12/20/2016