

PIATTRAN

JOB DESCRIPTION

POSITION: Director of Transportation

STATUS: Full Time - Exempt

SUPERVISOR: Piatt County Board

RENUMERATION: Salary + Benefits

SUMMARY:

The position of Director of Transportation is employed by and answerable to the Piatt County Board. The Director is responsible for communicating the policies of the Board to consumers and staff members; implementing Board policies; and, overseeing the day to day operations of Piattran including, but not limited to: staffing, grant administration, marketing, public relations, business development, financial management and resource allocation.

RESPONSIBILITIES:

1. Director of Transportation
 - a. Acts as liaison between the board and all stakeholders including, but not limited to staff, consumers, press, governmental agencies, etc.
 - b. Ensures that all Board policies and procedures are communicated and carried out.
 - c. Prepares or causes to be prepared all documents required by the Board including agendas, notices, policies, reports and communications.
 - d. Provides information and guidance to Board members on matters relating to administration, legislation and operational issues.
 - e. Responsible for all duties required of the PCOM as determined by the Illinois Department of Transportation.
 - f. Responsible for development, review, revision, implementation and enforcement of all internal policies.
 - g. Implementation, management and oversight of routing/scheduling system.
 - h. Maintaining confidentiality of client and program records.
2. Responsible for maintaining appropriate staffing levels and appropriate personnel documentation
 - a. Hiring
 - b. Testing
 - c. Training
 - d. Monitoring/Evaluation
 - e. Documentation
 - f. Grievance procedures
 - g. Termination
3. Responsible for the day to day operations of the organization.
 - a. Staffing
 - b. Office Procedures
 - c. Communications
 - d. Conflict management
 - e. Record keeping

- f. Equipment maintenance
 - i. Transportation Vehicles & Equipment
 - ii. Office Equipment
- g. Building maintenance
 - i. Office
 - ii. Bus Enclosure(s)
- 4. Responsible for all communications between the Board and staff, consumers, press and other stakeholders
- 5. Responsible for the financial well-being of the organization including
 - a. Grant Writing and Administration
 - b. Budgeting
 - c. Contract Negotiation and Pricing
 - d. Payroll & all required reports
 - e. Purchasing and Leasing of Equipment
 - f. Accounts Payable/Accounts Receivable
 - g. Accurate financial and operational reports
- 6. Prepares marketing materials
 - a. Community Liaison
 - b. Special Event Coordination
 - c. Contract Administration
- 7. Program Development
- 8. Other duties as assigned by the Piatt County Board.

SKILLS/EDUCATION PREFERRED:

- 1. Minimum of 5 years management experience in a not-for-profit organization, transportation related industry.
- 2. Bachelor's Degree in business or a related field.
- 3. Outstanding oral and written communication skills
- 4. Working knowledge of computer software programs and peripherals
- 5. Ability to work with a diverse population both within and outside the office
- 6. Understanding of or willingness to learn rules and regulations pertaining to the transportation business.
- 7. Grant writing and administration experience including initial application, administration and follow-up procedures
- 8. Proper usage of basic office equipment
- 9. Must possess or be able to obtain a CDL with passenger endorsement.

REQUIREMENTS:

- 1. Successful candidates will undergo a background check
- 2. Successful candidates will submit to random drug and alcohol testing
- 3. Successful candidates will undergo a pre-employment physical.