

*City of Lafayette*

**TRANSPORTATION PROGRAM MANAGER – BUS**

Current Salary rate for this position can be found under Human Resources Information – Salary Ranges

**POSITION DESCRIPTION**

<b>Department:</b> Administrative Services	<b>Accountable To:</b> City Manager	<b>FLSA Status:</b> Exempt
<b>Division:</b> Administration		<b>FTE:</b> Full-time; Full Benefits
<b>Class Description:</b> Performs a wide variety of administrative and financial analysis in support of the Lamorinda School Bus program. Incumbent works directly under the Joint Powers Authority Board of Directors and under the general oversight of the City Manager.		

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Investigates, interprets, analyzes, and prepares recommendations and options concerning school bus policies, procedures, operations, proposals for the program, grants and other funding, services, contracts, equipment, and personnel.
- Conducts research, prepares surveys, and assembles information and statistical data for presentation of reports and studies.
- Prepares program annual budget. Tracks and monitors program expenditures and revenues to keep expenditures within the adopted budget and to make the most efficient use of resources.
- Manages school bus transportation contracts and consultant contracts.
- Processes school bus applications, passes, and refunds. Maintains databases and records, files, schedules, inventories, maps, plans, and statistical data.
- Identifies Federal and State funding sources, prepare grant applications and maintain contact with administering agencies.
- Prepares and distributes JPA and committee agendas and support materials, advertise public hearings. Attends, records, and transcribes minutes of JPA meetings.
- Performs a wide range of public information activities including preparation and distribution of news releases, speeches, brochures, and other publications. Meets with individuals and public groups to provide information on school bus programs and activities.
- Coordinates assigned work with related activities by other governmental agencies and organizations.

**OTHER RESPONSIBILITIES AND DUTIES:**

- As directed, attends City Council meetings, conferences, seminars and community functions.
- May supervise subordinate positions.
- Follows the purchasing, personnel, administrative, and other policies and practices of the City.

- Performs other related duties as required that may not be specifically listed in the job description, but that are within the general responsibility level typically associated with this class of work.

**EDUCATION OR EQUIVALENT EXPERIENCE REQUIRED:**

Bachelor's degree or equivalent training in urban planning, business, political science or a closely related field that requires knowledge of research methods and public agency operations and two years of increasingly responsible professional experience in municipal operation or equivalent. Any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job listed above may be substituted on a year to year basis.

Desirable Qualifications include a Master's degree in Public Administration, Public Policy, or Business Administration and two years experience with a public agency and experience with transportation and / or land use issues.

**SKILLS/KNOWLEDGE/ABILITIES REQUIRED:**

- Ability to effectively and clearly communicate orally and in writing with staff, members of the public, contractors, and the Board; Ability to develop and maintain effective working relationships with staff, residents, contractors, and Board members.
- Knowledge of principles of research and analysis.
- Ability to work independently to set and carry out program goals and priorities.
- Ability to develop and maintain effective working relationships with staff, residents, contractors, and Board members.
- Competency in the use of word-processing, spreadsheet, and database software.
- Ability to set and implement short and long-range goals for the bus program.

**LICENSING REQUIREMENTS:**

Valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

**WORKING CONDITIONS:**

Work is performed in a normal office environment. The position requires ability to talk, listen, stoop, kneel, reach, sit, stand, move, and engage in repetitive motions. The position requires the ability to operate a computer keyboard and printer, typewriter, postage machine, copier, fax, and telephone. Requires manual dexterity to manipulated paper for compiling agenda packages, filing documents and preparing bus passes. Occasionally work requires lifting or moving up to 25 pounds.

**A Pre-Employment Physical Exam is Required.**

Work hours may be irregular.