

BEE COMMUNITY ACTION AGENCY

1701 N. Frontage Road, P.O. Box 1540

Beaville, TX 78104 - 1540

PHONE (361) 358-5511

DEPARTMENT: _____

FAX TRANSMITTAL LETTER

FAX: (361)

362-6881
ADMINISTRATION

368-6831
FINANCE

368-6867
TRANSPORTATION

TO: Cordy Brittnay

FAX: ~~362~~ 3270 CIRA

SUBJECT: Transportation Director

FROM: K. Garza

COMMENTS: _____

Please post on the internet beginning
today (6/18) and ending Tuesday (7/6).
Thanks.

DATE: 6/17/200

NUMBER OF PAGES: 7 (includes cover)

ATTENTION: _____

BEE COMMUNITY ACTION AGENCY

POSITION OPENING

TRANSPORTATION DIRECTOR

The Bee Community Action Agency (BCAA) Rural Transit District (RTD) is re-advertising for a regular, full-time Transportation Director. Starting salary for the position is \$38,746.64 annually, and after successful completion of the 90-day introductory period the salary will increase to \$40,785.94. Deadline for the submission of applications and resumes is Tuesday, July 6, 2010, at 5 p.m. Applications may be picked up at the BCAA main office building, located at 1701 NW Frontage Road in Beeville and must be submitted with resumes in an envelope addressed to the attention of the Executive Director. Applicants who do not submit resumes will not be considered. A copy of the job description for this position is available at the front office of the BCAA main office building.

The Rural Transit District Governing Board has the authority to interview, rank and recommend the hiring of the BCAA RTD Transportation Director to the Bee County Commissioners Court. Selected applicants will be subject to testing; testing will be administered by the BCAA Executive Director.

BCAA is an Equal Opportunity Employer. For further information, please contact the BCAA Executive Director at 361- 358-5530.

Run dates under help wanted section of newspapers:

VICTORIA ADVOCATE: Sunday, 6/20; Sunday 6/27

Purchase Order: 1827

BEE COMMUNITY ACTION AGENCY (BCAA)

Job Description: Transportation Director

Class No.: NA
Pay Group: NA

EEOC Category: Officials and Administrators
FLSA: Exempt

SUMMARY OF POSITION

The Transportation Director is responsible for providing vision and leadership in the development, operation and management of a quality, cost effective rural public transportation service for the general public in the BCAA Rural Transit District service area. As a member of the Bee Community Action Agency's executive management team, the Transportation Director will also ensure the effective implementation of Agency policies and procedures, in addition to applying for Rural Transit District's funding for various programs, supervising program staff, coordinating and providing staff training, providing oversight for vehicle maintenance and repairs, and communicating and coordinating with service area transportation providers.

ORGANIZATIONAL RELATIONSHIPS

The Transportation Director reports directly to the Executive Director, works cooperatively with other BCAA Program Directors and staff, Rural Transit Governing Board, Bee County Commissioners Court, Administering Board of Directors, Head Start Policy Council, and with service area representatives. The Transportation Director directs the work of the dispatcher, clerks, mechanics, drivers, and other employees assigned to the Transportation Program.

EXAMPLES OF WORK

Essential Duties

- a. Supervise and monitor the daily operations of all elements of the transportation program.
- b. Supervise, direct, and evaluate the work of personnel assigned to the transportation program and recommend action for any change in employee status or new employment, promotion, reassignment, discipline or dismissal.
- c. Initiate planning processes for the transportation program to include the development

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of annual goals and objectives, service delivery plans, policies and procedures and any program development (or improvement) as appropriate.

- d. Initiate the budget planning process and development of annual operating budget for Federal and State funding.
- e. Monitor program expenditures and make recommendations for budgetary adjustments, as appropriate.
- f. Conduct required reporting for the transportation program which may include, but not be limited to, quarterly reports, National Performance Indicators, and project milestones.
- g. Market the availability and accessibility of the transportation program within the service area, i.e., advertising, news media, public service announcements, etc.
- h. Administer procedures for ordering, assigning, and distributing equipment and supplies for the transportation program.
- i. Oversee the procurement process for capital purchases and work cooperatively with BCAA's Purchasing Agent in complying with approved procurement policies and procedures.
- j. Monitor transportation subcontract (s) and purchase of services agreements to ensure compliance with transportation regulations.
- k. Prepare and submit Board agendas and meeting materials pertinent to the conduct of business by the Rural Transit District Governing Board.
- l. Assure compliance with relevant administrative, regulatory and legal policies and procedures.
- m. Maintain a comprehensive and detailed safety program, including substance abuse detection, working cooperatively with the BCAA Safety Director.
- n. Serve as an alternate Drug and Alcohol Program Manager, working cooperatively with the Safety Director, and ensure compliance with Federal Transit Administration drug and alcohol testing requirements, policies and procedures.

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- o. Administer and participate in training programs for the transportation program staff.**
- p. Plan and complete applications for program support and submit as appropriate to funding agencies.**
- q. Participate in emergency management processes, preparedness and disaster recovery efforts.**
- r. Develop a service delivery plan and associated policies and procedures to comply with Head Start Program requirements.**
- s. Implement and monitor transportation operations and assure compliance with Head Start Program Performance Standards, Day Care Licensing requirements, and all applicable laws, regulations, and local policies and procedures.**
- t. Implement and monitor transportation safety measures for children and staff in compliance with internal policies and procedures.**

Other Important Duties

- a. Demonstrate skill in personnel management and conflict resolution.**
- b. Delegate tasks to support program operations.**
- c. Conduct positive public relations activities, including interaction with individuals and groups, program marketing and development, and use of local and area media.**
- d. Work cooperatively with service area entities in the development, coordination, and operation of the transportation program.**
- e. Coordinate the operation of the transportation program with regional needs and services.**
- f. Monitor and enforce eligibility requirements for clients served in the transportation program.**
- g. Ensure that facilities and equipment are maintained, following approved procedures for administering custodial and maintenance operations.**
- h. Treat clients, fellow employees and the general public with courtesy and respect.**

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- i. Abstain from taking illegal drugs or substances, which impair judgment.
- j. Participate in the Agency's random drug and alcohol testing procedures.
- k. Maintain personal appearance, conduct and habits that reflect favorably on the Agency.
- l. Attend local and out-of-town meetings, seminars, and conferences for transportation and safety related activities.
- m. Perform other duties as directed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- a. Understanding of and sensitivity to the needs of the elderly and the economically disadvantaged and disabled.
- b. Ability to interact constructively and positively with individuals, groups, and the community/service area constituency.
- c. Knowledge of program funding source regulations and guidelines.
- d. Ability to operate computer for job related tasks and become familiar with transportation program software.
- e. Ability to write reports, read and understand written directives, and complete budgets.
- f. Knowledge of vehicle capabilities for transportation applications, and basic understanding of vehicle mechanics.
- g. Knowledge of service area routes.
- h. General knowledge of all Agency services and activities.
- i. Ability to speak English and Spanish (preferred, but not mandatory).
- j. Ability to lift at least fifty pounds, bend, kneel, drive, and perform routine office work.

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k. Must be able to push a wheelchair up a ramp into a vehicle.

ACCEPTABLE EXPERIENCE AND TRAINING

- a. Associate's Degree or Bachelor's Degree with five (5) years acceptable transit experience.
- b. Minimum of two (2) years direct supervisory experience.
- c. Successfully complete pre-employment drug and alcohol test, and criminal history and fingerprinting, and license check.
- d. Must possess a valid Commercial Drivers' License with passenger (P) and school bus (S) endorsements.
- e. Must be insurable.

ACKNOWLEDGMENT

I, _____, have received a copy of the job description for my position, and I have read and understood the contents therein.

Signature of Employee

Date

Signature of Supervisor

Date

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