

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



POSITION TITLE Transit Division Director (259)
DEPARTMENT Public Works
PERIOD TO APPLY: 3/16/2018-4/16/2018
SUPERVISOR: City Manager

SALARY RANGE: \$31.384-55.523 (P)
FLSA/UNION STATUS: Exempt/Nonunion
POSITION STATUS: Exempt/Full-Time
LOCATION: Transportation

GENERAL PURPOSE

Performs a variety of managerial and administrative duties related to the direction and supervision of transit services; including, planning, directing, and marketing the operations of the municipal transit system, complementary paratransit services, and other transit services to the general public.

SUPERVISION RECEIVED

Works under the very general direction of an assigned supervisor.

SUPERVISION EXERCISED

Provides close, general, and indirect supervision to assigned staff members as needed.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class).

Recommends and implements policies pertaining to all public transit systems; assures compliance with city, state, and federal regulations.

Establishes bus routes and coordinates bus system for special events.

Manages public relations to promote bus system; handles customer service complaints.

Drafts and manages contract and grant procurements; actively pursues State of NM funding for public transit.

Generates reports which summarize system efficiency, cost effectiveness, community usage, and other necessary data for federal reporting requirements and city use; prepares presentations for citizen boards, public officials, and news releases.

Supervises, schedules, and monitors employees.

Prepares and administers annual budget and long-term financial plans.

Acts as liaison to Transit Advisory Board by providing information and data and making recommendations as required; advises Transit Advisory Board of issues which need to be addressed and recommendations to be made to City Council; appears before governing councils and boards to give reports and advise on transit matters.

Gives administrative and technical support to North Central Regional Transit District regarding regional transit services; acts as City liaison to NM Public Transportation Association.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree in business administration, public administration, marketing, or management;

AND

Ten (10) years experience in the operation and administration of a public transit system, including five (5) years in a middle to upper level management position with responsibility for administering a transit operation, either fixed route or paratransit. Must have experience with administration of multi-disciplinary programs (e.g., operations, planning, grants administration, and procurement).

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KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: the operation, program administration, budgeting and marketing of transit; the United States Department of Transportation (USDOT) and Federal Transit Administration (FTA); grants and program administration; federal service contracting procedures; the principles and application of supervisor techniques; planning and administration of program budgets; and financial management.

Ability to: plan, assign, direct, coordinate, and review the work of others; develop and present reports and information clearly and concisely, both orally and in writing; and establish effective working relationships with associates and the public.

SPECIAL QUALIFICATIONS:

Must possess a valid driver's license and obtain a City of Santa Fe driving permit. Must successfully pass a drug and alcohol screen prior to employment and periodically thereafter.

WORK ENVIRONMENT:

Work is performed both in an office setting and in the field monitoring service operations. Tasks require a variety of physical activities not generally involving muscular strain. Periodic walking, standing, stooping, bending, sitting, and reaching are required in the normal course of essential job duty performance. Speaking, hearing, and seeing are essential to the effective performance of position tasks. Common eye, hand, and finger dexterity are required for most essential functions. Mental application includes memory utilization, emotional stability, discriminating thinking, and creative problem solving. Periodic travel required in the normal course of job performance. Frequent evening and weekend work will be required; including, attendance at Transit Advisory Board Meetings twice a month, Public Works and Finance Committee meetings, City Council meetings, and others.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.