



## **Onslow United Transit System, Inc.**

### **Job Description – Director of Transportation/Executive Director**

**POSITION:** **DIRECTOR OF TRANSPORTATION/EXECUTIVE DIRECTOR**  
**REPORTS TO:** **BOARD OF DIRECTORS**

#### **GENERAL STATEMENT OF JOB**

Employee in this position performs administrative and technical work in providing transportation to clients of the general public, public, and private human service agencies. Work is performed under the general supervision of the OUTS Board of Directors and is subject to review through observation of work and periodic conferences. Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Onslow County. This service, if required, will take precedence over duties described in this position. This position is an exempt position as required by the Fair Labor Standard Act, as amended. This Executive Director will be trained annually as required by Federal Transit Administration (FTA), The North Carolina Department of Transportation Integrated Mobility Division (NC DOT IMD), and Onslow United Transit System, Inc. (OUTS)

Onslow United Transit System, Inc. is an equal opportunity employer.

#### **QUALIFICATIONS**

Progressive experience in transportation planning and/or management work. Graduation from a four-year college or university in business administration, accounting, or related field with 3 years of experience in the transit industry is preferred. Graduation from high school supplemented by two years of college-level courses in business administration, accounting, or a related field; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities is accepted.

1. Ability to communicate effectively in oral and written forms.
2. Ability to establish and maintain effective working relationship with Human Service Agencies, City, County and State Officials, employees, and the general public.
3. Ability to interpret and explain NC DOT IMD, Federal and State guidelines, policies, and procedures.
4. Ability to interpret and explain the policies and procedures of Onslow United Transit System, Inc.
5. Knowledge of budgeting, grant management and accounting.
6. Working knowledge of Microsoft Office Suite (MS Excel, MS Word, and any other essential computer programs).
7. Use of office equipment to include but not limited to computers, fax machine, calculators, and equipment found in an office setting.
8. Ability to plan, organize, implement, and evaluate Public Transportation Services.
9. Considerable knowledge of public transportation program

10. Considerable knowledge of the various governmental and private sources of grants and other funding available to public transportation services and the associated reporting and record keeping requirements.
11. General knowledge of the socioeconomic make-up of Onslow County and the transportation needs of the county's elderly, disabled, and disadvantaged populations.
12. Knowledge of modern office practices and procedures.
13. Ability to work cooperatively with diverse interest groups.
14. Ability to train, direct, and supervise transportation program staff personnel.
15. Ability to exercise considerable tact, courtesy, and discretion in contact with the elderly and disabled and all citizens of the county.
16. Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DUTIES AND RESPONSIBILITIES**

1. Performs supervisory and administrative duties in the management of Onslow United Transit System, Inc.
2. Serves as administrative support to the Board of Directors. Provides input and works with the Board on the development of long- and short-range plans for the transit system.
3. Works with NC DOT consultants preparing all State Plans required by NC DOT IMD.
4. Oversees the coordination of transportation services as requested for clients of county and private human services agencies, ensuring safe operation of vehicles and adherence to applicable federal, state, and local laws, ordinances, and regulations.
5. Selects and reviews new programs for drivers; new and old transportation routes in accordance with requests from contracting agencies and the general public; reviews driver workload and progress; review schedules and ensures proper training and refresher courses for drivers; making sure that OUTS is running efficient and effectively.
6. Serves as chief spokesperson in response to inquiries from NC DOT IMD, OUTS' Board of Directors and Transportation Advisory Board, county administrators, outside vendors, client agencies, contractors, and the general public, as appropriate, providing information based on detailed knowledge of transportation services programs and other situations that may arise.
7. Identifies funding sources to supplement the transportation services. Gathers information as required for planning purposes. Researches and gathers information required to prepare grant applications. Monitors budget expenditures and recommends appropriate actions to assure that established budgets are not exceeded.
8. Assures that all local, state, and federal policies, rules, and regulations are complied with and properly implemented.
9. Develops and recommends to the Board, an annual budget for their approval and manages programs within those guidelines.
10. Supervises and approves all fiscal matters.
11. Completes the Annual Unified Grant Application, the Rural Operating Assistance Program Grant (ROAP), ROAP Reports, OUTS OpStats report, the National Transit Database Report, and other reports required by grant agencies.
12. Participates in all meetings of the Onslow United Transit System, Inc. (and subcommittees, if applicable) on a regular basis and provides all necessary staff reports regarding the operations and activities of the management entity.

13. Attends all Metropolitan Transportation Coordinating Committee (TCC) and Metropolitan Advisory Committee meetings TAC.
14. Attends all Rural Planning Organization TCC and TAC meetings.
15. Works with other agencies, church groups, not for profit organizations, and other public and private entities to coordinate transportation assets, resources, and needs.
16. Supports the work by other nonprofits.
17. Hires and maintains an appropriate work force.
18. Promotes transportation services through newspaper, radio, and other media as well as through contacts with public officials, community groups, public and private agencies and the general public.
19. Responsible for implementation of Board policies and procedures; as well NC DOT IMD policies and procedures; and Federal Policies and Procedures.
20. Develop and implements an effective OUTS System Safety Plan (SSP).
21. Works closely with the County's Emergency Operations Center in case of an emergency or disaster.
22. Conducts all Driver's meeting.
23. Accountable Executive as stated in SSP.
24. Serves as the Drug & Alcohol Program Manager (DAPM) for Onslow United Transit System, Inc.
25. Responsible for all training for drivers and staff of Onslow United Transit System, Inc.
26. Ensures that OUTS is in federal compliance in order to receive grant funds.
27. Other duties assigned by the Board of Directors, TAB, and/or NC DOT IMD.

### **SPECIFIC CONDITIONS**

1. Days and Hours of work shall be flexible in order to complete all task that needs to be performed as the Director of Transportation and as the Executive Director of OUTS.
2. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Position is in an office environment. There are no loud noises, noxious smells, or open heat sources.
  - While performing the duties of this job; the employee is required to sit, and use fingers extensively to feel, touch, and handle keyboards and telephones, ability to hear and write notes of primary importance; reach with arms and hands.
  - Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
  - The selected applicant for this position will reside in Onslow County or within a 60 miles commute to Jacksonville, N.C. with the expectations to completely carry out the duties and responsibilities of what is required of the Executive Director.
  - Be able to lift a minimum of 20 lbs.
3. Work is completed in a smoke and drug free environment. Position must comply with all USDOT drug and alcohol policies and testing requirements.
4. Shall work the necessary hours needed to complete tasks or shall be on call from time to time.
5. Dress code: Professional casual.