

YUROK TRIBE – JOB DESCRIPTION
Transit Manager

Job Title:	Transit Manager			Job Code	9/10
Department	Planning	Program Area	Transportation	Location	Klamath
Reports To:	Transportation Manager			FLSA Status	Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE					
Salary Range	\$50,337 - \$72,068				

POSITION SUMMARY:

Under the general supervision of the Transportation Department Manager, the Yurok Transit Manager is responsible for the administration of the Yurok Tribe’s Transit Program. Transit Manager will be responsible for the proper, effective and efficient, administration of all programmatic function of the Yurok Tribe’s Transit program, including but not limited to developing budgets, transit plans, compliance reporting, transit schedules, transit grants and policy analysis, and strategies. Transit Manager will be responsible for attending regional transit meetings in Humboldt and Del Norte County, as well as the management of all Regional, Tribal, State and Federal funded transit projects.

Transit Manager is responsible for management and operations of the Yurok River Ferry and Yurok Tribal Transit service. Manager will be responsible for overseeing day-to-day transit operations, maintains transit facility, procurement of transit vehicles, and create an annual transit service plan.

DUTIES AND RESPONSIBILITIES

1. General management and development of a comprehensive Tribal Transit Program, including the development of policies, procedures, formats, organizational charts, etc. needed for the effective operation of the program.
2. Coordinate, oversee, and evaluate the activities, programs and services of the Yurok Transit Program.
3. Development of Tribal Transit program budgets, cost summaries, reviews of general ledger and financial statements, preparation of budget and modifications.
4. Reading, interpreting and applying all Tribal, Federal, State, CHP and Local government rules, regulations and guidelines.
5. Abide by all DOT and FTA Drug and Alcohol rules/regulations for the Transit Program.
6. Abide by all Federal Civil Rights and ADA rules/regulations as required.
7. Serve as a liaison with Yurok Tribal Council and committees to coordinate efforts, plan and implement transit strategies, share resources and discuss relevant issues.
8. Create partnerships and collaboration with Humboldt and Del Norte Counties, Caltrans, BIA, FHWA, FTA and other transit stakeholders to maximize transit funding and service.
9. Develops, recommends and monitors budgets by reviewing past expenditures, analyzing future needs and make determinations regarding the necessary resources to accomplish goals and meet community needs.

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10. Monitors the progress of projects to ensure compliance with established federal guidelines/rules, project specifications and documentation requirements.
11. Approves and recommends expenditures to insure compliance with budgetary guidelines.
12. Responsible for preparation and submission of grants and financial reports.
13. Responsible for appropriate accounting and record keeping procedures to meet audit requirements of funding agencies.
14. Responsible for providing transit training to staff.
15. Determine appropriate decisions to accomplish community transit goals and maintain positive relations for the Transit Program.
16. Oversee transit and river ferry operations, analyze service utilization and operation, receive and respond to complaints, review accident records and equipment failures, and develop corrective action plans.
17. Ability to work in a fast paced work environment. Also required to work during the Tribe's Annual Salmon Festival (Saturday).
18. Responsible for scheduling bus, van, river ferry and other modes of public transit.
19. Supervise the activities of transit staff including contract staff. Supervision includes assigning and reviewing work, providing assistance, administering discipline, evaluating performance, and making hiring, termination, and pay change recommendations.
20. Provide dispatch and passenger ticketing/scheduling services for the Transit Program.
21. This position may require travel throughout the region, including California and the United states to carry out program management responsibilities.
22. Maintaining all program related funding contracts, agreements and grant or contract files, including but not limited to Monthly Reports, Quarterly Progress Reports, Financial Status Reports, Annual Budget Review, performance and inspection schedules, modifications and close-outs, and summary of cumulative cost incurred for projects.
23. Transit manager is required to work one day out of the week in Tully Creek.
24. Other duties as assigned to meet the need of the program.

SUPERVISORY RESPONSIBILITIES:

This is a supervisory position. The Transit Manager will be responsible for providing direct supervision to any staff members assigned to the Tribal Transit Program.

MINIMUM QUALIFICATIONS:

- A broad basic knowledge of the Yurok Tribe and the Reservation communities.
- Must have experience in transit system planning and operations.
- Must have at least 1 year of experience with managing and supervising transit operations.
- Ability to instruct, direct and evaluate employees.
- Must have organization and decision making skills.
- Must have communication skills, both written and oral.
- Knowledge of accounting and budgeting procedures.

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- Knowledge of Tribal/State/Federal Transit Administration grant application process and grant reporting.
- Highly computer literate and familiar with Microsoft Office Professional and related software programs.
- Knowledge of Federal, State and Tribal transit regulations.
- Knowledge of DOT and FTA Drug and Alcohol rules/regulations.
- Knowledge of ADA and Civil Rights rules/regulations.
- Must possess a valid California Driver's license and a clear Department of Motor Vehicle printout. Must be insurable under the Yurok Tribe's Insurance Policy.

EDUCATION/EXPERIENCE:

Bachelor's Degree from a fully accredited college or university in Planning and Land Use, Environmental Studies, Public Administration, Natural Resource Planning, Native American Studies, Economic Development, or a closely related field and two (2) years' work experience with one (1) year managing/supervising employees and transit operations.

Equivalent combinations of education and work experience will be considered for these grade levels.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Must have a valid California Driver's License and be insurable through the Tribal insurance plan.
4. LANGUAGE SKILLS: Must have the ability to read and comprehend simple instructions, short correspondence, and memos, also to write simple correspondence. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
5. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
6. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 25 pounds.
7. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).

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- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date