

POSITION DESCRIPTION

Title: Assistant Director of Transportation

Department: Baldwin Regional Area Transit System (BRATS)

Job Analysis: 9/07 Revised 06/09, 02/11, 02/14, 08/15, 09/23, **01/26**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Director of Transportation

Subordinate Staff: **Scheduling Manager, Fleet & Driver Manager**, Grants Technician, Billing Account Specialist

Internal Contacts: County Employees, Elected Officials

External Contacts: General Public, Business Community, Alabama Department of Transportation, Federal Transit Authority, Eastern Shore Metropolitan Planning Organization, Alabama Florida Transportation Planning Organization (AL/FLTPO), Social Service Agencies

Status: Classified/Exempt (S319)

Job Summary

Assist Director of Transportation in all aspects of managing the Baldwin Regional Area Transit System including but not limited to the following areas of management: personnel management accounting, marketing, state and federal compliance, financial and performance audits, procurement, grant administration, budget preparation and adherence, financial and operational reporting, customer service, asset management, safety program, capital construction projects, goal setting, and identifying BRATS public transit improvement opportunities. **In the temporary absence of, or as directed by the Director of Transportation, the Assistant Director of Transportation shall supervise all staff.**

Job Domains

A. Personnel Management

1. Assist with forecasting manpower needs (drivers)
2. Assist with interviews of potential employees
3. Assist with training administration personnel
4. Assist with employee discipline or corrective action when necessary
5. Prepare performance evaluations
6. Assist with mentoring employees for advancement opportunities, if applicable

7. Assist with succession planning to ensure continuity of job performance
8. Maintain job descriptions
9. Oversee the development of policies and procedures as required to properly document tasks
10. Supervise subordinate staff to ensure staff follows federal, state, county, and department policies and procedures
11. Manage or oversee the management of the drug testing program
12. Ensure that process for reporting accidents and incidents is followed

B. Accounting/Procurement/Payroll/Budget

1. Manage accounts payable function
2. Manage accounts receivable function
3. Ensure procurement activities meet local, state, and federal bid requirements
4. Ensure payroll is approved timely and perform periodic payroll audits
5. Assist Director with preparation of annual grant budgets and track adherence to budgets
6. Assist Director with preparation of department budget for Baldwin County Commission Budget Director and tract adherence to budget

C. Grant Administration/Reports/Audits

1. Ensure Section 5311 Rural, 5307 Urban and other grant reimbursement invoices are accurate and submitted timely.
2. Ensure required State and Federal monthly/quarterly/annual reports are submitted timely (DBE, ALDOT, FTA-NTD, Drug Testing, etc.)
3. Assist with preparing response to financial and operational audit requests
4. Assist with preparation and submittal of ALDOT and FTA grant applications
5. Assist with adherence of all grant requirements
6. Maintain capital construction project files
7. Obtain access to and be proficient in ALDOT-TMS, FTA TrAMS, ECHO and other on-line systems as required by state and federal grants.

Knowledge, Skills and Abilities

1. Verbal and written skills and ability to communicate professionally
2. Math skills and ability to compute and understand basic arithmetic functions.
3. Ability to multi-task
4. Ability to prioritize tasks and meet deadlines
5. Ability to learn and operate several software platforms (Munis, ExecuTime, ~~Via~~-Transit Software, Legistar, Fleetio Maintenance Tracking System, NeoGov, Veoci, TMS, TrAMS, ECHO)
6. Highly proficient in Microsoft Office (Word, Excel, PowerPoint)
7. Knowledge of departmental, county, state, and federal rules as relative to 5311 Rural, 5307 Urban grants and other transit related grants.
8. Ability to work independently without close supervision.

Other Characteristics

1. Willing to work non-standard hours as necessary
2. Willing to travel to meetings and seminars as necessary.

3. Other duties as deemed necessary.

Minimum Requirements

1. Must have a current driver's license.
2. Bachelor's degree in business, accounting, government services, or related field.
3. Two (2) years of supervision or management experience
4. Minimum of five (5) years accounting experience.