



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
JOB POSTING #2019-23**

CLOSING DATE: OPEN UNTIL FILLED

Job Title: Managing Director of Operations

FLSA Status: Exempt

Pay Grade: 42

Work Location: 602 N. Staples St. & as assigned, location varies

Division: Operations

Reports To: CEO

Salary: \$122,387.20-\$199,472.00
(Min-Max Annually)

General Summary: Under general direction of the CEO exercises independent action in directing the delivery of services within the RTA service area. Provides direction and oversight to the Transportation, Maintenance, Materials Management, Service Development, and services including MV transportation and other third party provider contracts.

Essential and Marginal Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Oversees the planning, scheduling, and operations of transit services (fixed and para-transit), including the Transportation, Maintenance, Materials Management, Service Development departments;
- Develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the RTA's missions and priorities in a team environment with the CEO and RTA management;
- Develops comprehensive plans to meet future needs for division services; develops and implements transit capital improvement program and is responsible for vehicle procurements;
- Prepares and administers the budget for the Operations Division, including financial planning and acts to ensure the RTA's eligibility for, and receipt of local, state and federal funding support;
- Manages and directs the development, implementation and evaluation of plans, policies, and procedures relating to the division's activities to achieve annual goals, objectives and work standards; ensures that policies are administered equitably;
- Monitors relevant industry developments, evaluates their impact on RTA operations, and implements policy and procedure improvements;
- Participates in transit industry organizations and on internal and external committees, boards, and task forces, as appropriate;
- Directs and oversees daily work activities of division departments: organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with managers and staff, assists with complex problems/situations, and provides technical expertise;
- Keeps the CEO informed timely of operational issues orally and through informational reports;
- Interacts effectively with other governmental agencies, community organizations and with the business community to identify, address and promote Transportation Oriented Development issues/projects for the community;
- Responsible for presentations to RTA's Board of Directors on matters of recommendations requiring Board approval and other informational reports;
- May represent the CEO in community meetings and assist the CEOs with designated special projects on an as needed basis as identified by the CEO;
- Exercises full range of responsibility for all employment matters and issues involving staff positions supervised, including but not limited to; recruitment, training, performance management, awards, counseling, discipline, grievances, appeals and compensation;
- Assures timely and accurate response to CEO/Board of Directors inquiries regarding any aspect of departmental functions;

- Maintains a dependable attendance record;
- Establishes and maintains effective working relationships with those contacted in the course of work;
- Maintains confidentiality regarding all RTA related business information and personnel issues; and
- Performs other job-related duties and responsibilities as assigned.

It is the RTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.

Qualifications include:

Knowledge of:

- Requires comprehensive knowledge of transit specific operations;
- The principles, techniques, and practices of managing transit services;
- Fixed route and paratransit operations;
- Transit route design and bus deployment;
- Federal, state and local regulations governing the operation of a transit system;
- Maintenance operations;
- Budget preparation and control;
- Hazard and safety procedures relative to transit operations; and
- Correct English usage, spelling and vocabulary.

Ability to:

- Strong demonstrated ability to manage multiple projects timely, effectively and efficiently;
- Plan, direct, and integrate broad, comprehensive transit system services and vehicle maintenance services;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Respond with sensitivity to a multi-cultural socio-economic work-force and community;
- Communicate effectively verbally and in writing;
- Provide service in a courteous and professional manner;
- Willingly foster a positive work environment;
- Provide reports as directed;
- Exercise independent judgment and responsible decision making;
- Make effective presentations to the Board of Directors and other parties;
- Interpret and comply with relevant regulatory requirements and contract practices;
- Comply with Regional Transportation Authority policies and procedures; and
- Plan and analyze accounting controls and reporting.

Skills to:

- Effectively lead teams;
- Manage time of self and subordinates;
- Delegate authority and responsibility;
- Demonstrated superior verbal and written communication skills;
- Demonstrated strong analytical, problem solving and negotiation skills, preferably in an environment with multiple departments and dispersed personnel;
- Demonstrated excellent interpersonal relationship and teambuilding skills; and
- Proficiency in Microsoft Office and/or similar application(s).

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Bachelor's degree in Business; Public Administration; or a related field. Master's degree preferred.
- **Experience:** Minimum of eight (8) years related experience, preferably in Public Transportation including five (5) years supervisory experience at a managerial or executive level.
- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for position to operate RTA vehicles.
- **Other Requirements:** Any job offer and continued employment is contingent upon completing and passing a pre-employment job agility evaluation, drug and alcohol screen and background investigation.

Working Conditions and Physical Requirements: Works primarily in a typical, climate controlled office environment. Average amount of overtime and extended work hours are required. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential and marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 10lbs.