



## TRANSIT & GRANTS MANAGER

Department:	<b>Administration</b>	FLSA Status:	<b>Non-Exempt - UCM</b>
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**GENERAL PURPOSE:** Under the general direction of the City Manager, coordinates and manages Corcoran Area Transit operations; prepares and manages all transit grants and reporting; coordinates maintenance of transit vehicles; supervises transit personnel; and provides grant support to City Departments as assigned by the City Manager.

### **TYPICAL DUTIES:**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages and oversees the day-to-day operations of the City's Corcoran Area Transit and Corcoran Depot services.
- Implements, administers, and reviews transit policies and procedures, and recommends changes for improved efficiency and service delivery.
- Supervises, trains, and evaluates the performance of assigned personnel; monitors and ensures transit staff compliance with departmental policies, procedures, and applicable regulatory requirements.
- Tracks, monitors, and ensures City Transit Operators maintain appropriate licenses and certifications.
- Prepares and maintains Transit Operator schedules, monitors, and ensures adequate staff coverage.
- Reviews driver logs, monitors passenger ridership and travel times.
- Maintains and uploads various transit records, reports, documentation, transit data, and compiles and analyzes statistical data.
- Produces and distributes transit service notices, changes to services, and ticket prices.
- Receives and processes customer requests for transit services, and dispatches as needed.
- Responds to public inquiries and provides information regarding City transit services.
- Assists the City Manager in providing direct and indirect staff support to City Departments in applying for and administering their grants.
- Maintains proficiency in grant writing, reporting, and compliance.
- Identify and research grant funding opportunities that support City operational needs.
- Serve as City liaison to outside funding agencies to coordinate and plan City grant funded program activities, and ensure compliance and tracking of revenues and expenditures.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

High School Diploma or equivalent; AND three years municipal transit service coordination experience, including one year supervisory experience and three years grant administration experience; OR an equivalent combination of education and experience. Associates Degree or higher preferred.

### **Required Licenses or Certifications:**

- Must possess a valid California Driver's License.

### **Required Knowledge of:**

- Corcoran Depot transit operations, policies, and procedures.
- Principles and practices of municipal transit services.
- Regulations and standards governing the delivery of public transit services.
- Municipal transit facilities and vehicles.
- Transit records, reports, and documentation.
- Supervisory principles, practices, and methods.
- Grant application processes and procedures.

### **Required Skill in:**

- Managing and coordinating the daily operations of the City's transit depot and services.
- Receiving, logging, and dispatching customer requests for transit services.
- Monitoring and ensuring the delivery of high quality transit services to the community.
- Coordinating the maintenance, repair, and inspection of transit vehicles and facilities.
- Reviewing, preparing, and maintaining various types of transit records, reports, documentation, and grants.
- Establishing and maintaining cooperative working relationships with City staff, departments, community organizations, and the general public.
- Ability to write and apply for various grants, monitor, and administer grant requirements, and ensure adequate reporting and compliance is performed to maximize retention of grant funding.
- Ability to collaborate with community organizations, city officials, non-profit and other organizations to complete grant proposals.

### **Physical Demands/Work Environment:**

- Work is performed in a transit facility environment.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 25 pounds.
- Occasional exposure to machinery with moving parts, hazardous chemicals, infectious diseases, blood borne pathogens, and bodily fluids is involved.