

# York County Community Action Corp.

## Transportation Director

### Job Description

**REPORTS TO:** Deputy Director  
**STATUS:** Exempt, Full Time                      **PAY GRADE:** 9

**PURPOSE:** Transportation is a vital service for ensuring the well-being of York County residents and the vitality of its communities. The Transportation Director leads YCCAC's strategies to ensure that transportation needs are met for people experiencing barriers to accessing health care, employment, education, socialization, basic needs and other critical needs. The Transportation Director is also responsible for ensuring that the Department has the structure, systems and procedures to meet all federal and state mandates, and is responsible for all fiscal, legal and programmatic aspects of the program. The Transportation Director works closely with the Executive Director, Deputy Director and Chief Financial Officer. At the discretion of the Transportation Director, some responsibilities may be delegated to other staff.

### **RESPONSIBILITIES:**

1. Understand local and regional transportation needs and barriers to accessing health care, employment, education, socialization, basic needs and other critical needs.
2. Identify short- and long-term objectives and strategies for meeting transportation needs, including the development of a Biennial Operations Plan, working with the Executive Director and Deputy Director, and relevant department staff as appropriate,
3. Be aware of national trends and best practices related to the organization's and Department's objectives and strategies, and identify opportunities to support them.
4. Work with state and community officials to assist in the development and implementation of new transportation alternatives while promoting availability of existing resources.
5. Establish and maintain relationships with Maine DOT, DHHS, KACTS, PACTS, other funding organizations, service providers, city officials, community leaders, elected officials, representatives of the private sector, and community partners to support and develop transportation services.
6. Participate on a variety of related local, statewide (including the Maine Transit Association) and/or regional committees for the purpose of networking, upgrading information and possible resource development.
7. Oversee municipal and community transportation related resource development activities including fund solicitation, and attend local budget committee meetings to support requests for municipal funding as needed.
8. Secure program funding.
9. Prepare and manage the Department budget.
10. Oversee the recruitment, hiring, training and supervision of department staff.
11. Ensure the effective day to day operations of programs in the Transportation Department.
12. Ensure compliance with applicable state and federal rules and regulations.
13. Prepare and monitor status of contracts, grant applications; reviews bid specification to assure compliance with all state and federal regulations.
14. With the support of the CFO, propose and justify all Transportation Services contract rates.
15. Oversee the development and maintenance of Program policy and procedure manuals including Driver Manuals, Dispatch Manuals, Rider Policies and Drug & Alcohol Policies to ensure compliance with all applicable rules and regulations as well as current operational protocol, with assistance and input from the Assistant Directors for Operations and Administration and other staff members as appropriate.
16. Oversee the program's drug and alcohol testing program to assure compliance with all applicable FTA and State regulations. Serve as the Designated Employer Representative (DER) in compliance with federal regulations.

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17. Ensure effective coordination and integration of Transportation programs with other agency activities and with other programs in the community.
18. Support the agency community assessment to ensure the organization's planning efforts include appropriate transit related priorities.
19. Serve as an active and collaborative member of the Senior Management Team.
20. Exhibits a positive professional attitude with supervisor, co-workers, clients and community.
21. Adhere to all program policies and Code of Conduct.
22. Perform other duties as assigned, or as necessary to fulfill the position.

**Qualifications:**

1. Bachelor's degree in Business Management or related field, plus a minimum of five years of successful experience in a managerial position in the public transportation field.
2. Minimum five (5) years successful experience in a supervisory position.
3. An understanding of transportation and the role it plays in advancing health, economic vitality, and community development.
4. Experience in human services program management, including program planning, operations, evaluation, budgeting and the use of management information systems.
5. Strong human relations skills, excellent written and oral communication skills.
6. The ability to work effectively with minimum daily guidance and to present a positive image of the organization to members of the community.
7. Knowledge of community resources and successful experience working in a team setting.
8. Computer proficiency; Word processing and spreadsheet skills.
9. Regular access to a reliable vehicle, as well as the ability to work a flexible schedule including some evenings and/or weekends, and to travel occasionally to national conferences.
10. The Director of Transportation must not have an active record on the System for Award Management (SAM) website.

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

**Responsibility for Safety and Health:**

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Deputy Director or Director of Operations any hazardous condition or equipment immediately.
3. Attend required safety trainings.

**Physical Requirement:**

Physical Essential Functions of the position

Bending	O	Sitting	F	N (Not applicable)
Carrying	O	Standing	O	O (Occasionally) on/off up to 3 hrs. per day
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	O	Walking	O	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	20 lbs or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	12 lbs or less	O	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **TRANSPORTATION DIRECTOR** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign a four (4) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_