REVISED: 1-10-99

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Transportation Services Director	CODE: 63175C
	MAJOR AGENCIES: Board of County Commissioners	JURISDICTION: County

FUNCTION: Under general direction from administrative supervisor, administers daily operations of public transit & para-transit services, makes out work schedules, administers fleet management operations, develops & implements overall operational policies & procedures & supervises assigned staff through direct recommendation to board of county commissioners.;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	72-78%	Administers daily operations of public transit & para-transit services supervision of staff, makes out work schedules, administers fleet management operations, manages & supervises assigned staff (e.g., hiring; disciplinary actions; termination of employment), develops & implements overall operational policies & procedures (e.g., employee training programs; transportation needs; existing public transit/transportation needs; administrative processes to collect operating statistics; service development plans; contracts with agencies purchasing transportation or maintenance services through transportation consortium) through direct recommendation to board of county commissioners.	Knowledge of (1) management, (2) supervision, (3) employee training & development, (4) transportation planning, (5) county, state & federal laws, rules & guidelines pertaining to public transit. Ability to (6) proofread technical materials, recognize errors & make corrections, (7) define problems, collect data, establish facts & draw valid conclusions, (8) establish friendly atmosphere as supervisor of work unit.
2	12-18%	Identifies sources of transportation funding & submits grant applications; prepares specifications & bid documentation to purchase vehicles, materials & supplies, maintenance & repair services; recommends bid awards to board of county commissioners.	Knowledge of 1, 5, (9) budgeting. Ability to 6, 7, (10) prepare meaningful, concise & accurate reports.
3	7-13%	Issues invoices to customers for services provided; submits monthly & quarterly reports; responds to public inquiries; establishes billing system for all transit riders; maintains systems for receipt of all cash transit fares.	Knowledge of 1, 5, 9. Ability to 6, 7, 10. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS: Not Applicable.	MINIMUM CLASS REQUIREMENT (including license, if any.): Completion of undergraduate core course work in business administration, public administration, human resources, transportation planning or related field of study; 12 mos. trg. or 12 mos. exp. in supervisory principles & techniques.