

Ventura County Transportation Commission  
Job Description

## **Public Transit Director**

### **Definition**

Under administrative direction, plans, organizes, coordinates, and directs the Agency's transit planning and operations; monitors and comments on regional, state, and federal actions, programs, and plans impacting bus transit services, regional passenger rail programs and projects; and does related work as required.

### **Distinguishing Characteristics**

This single-position classification is at a department head level reporting to the Executive Director. It has primary responsibility for directing public transit operations, including the development and update of VCTC Intercity transit schedules, services, and fares and involvement with passenger rail operations program. This position exercises independent judgment and discretion in formulating, managing, and controlling transit programs and in strategic planning. It is distinguished from other department head-level positions by its core function of directing the transit services program.

### **Typical and Important Duties**

Duties may include, but are not limited to, the following:

- Directs the VCTC intercity bus service program; coordinates transit with both public and private transit services, such as Los Angeles Metro, Los Angeles Department of Transportation Commuter Express, Santa Barbara Metro Transit District; oversees the contract with the transit providers; meets with contractors frequently to address complex issues; meets with member agencies as needed; issues requests for proposals (RFPs) and amends contracts; attends local transit operator meetings, providing assistance' supports VCTC intercity bus service committees.
- Provides responsible technical and administrative support for the policy board on transit and related issues.
- Manages a variety of VCTC intercity bus service transportation agreements, such as Dial-a-Ride, Coastal Commuter Express, and CSUCI; works with staff on day-to-day issues of routes, fares, and services; discusses, explains, and resolves issues; revises agreements for routes, covering such areas as fares, routes, and numbers of trips, presents changes to appropriate committees, submits changes to commission for approval, then negotiates changes with applicable group.
- Manages and supervises the Agency's passenger rail program
- Serves as staff to the TRANSCOM committee; prepares agendas and other documents; provides research, statistics, and other data about services; works with countywide and area transit coordinators to address and resolve issues.
- Manages, directs, coordinates, and supervises the transit planning and transit services program, including routing and scheduling, as well as service alerts and

patron notifications; performs the most complex schedule revisions, such as schedules, stops, and route adjustments; oversees service notifications.

- Gathers and reports transit data to the national transit database (NTD) and the California Air Resources Board (CARB); provides information for the annual audit and the tri-annual performance and FTA audits.
- Prepares the annual unmet transit needs analysis and short-range transit plans; participates in the annual public hearing on unmet transit needs; reviews identified needs, conducts analyses, and follows up as appropriate.
- Provides general transit planning support for the Agency and area transit providers; monitors state and federal actions impacting transit, including funding, regulations, and change in transit planning, programming, and operations.
- Participates on county, regional, state, and national committees relative to seeking and maintaining funding and developing and implementing programs that address transit issues, such as California Transit Association, American Public Transit Association (APTA) Committees, Transportation Research Board (TRB) transit committees, Caltrans Mass Transit committees, and Southern California Association of Government (SCAG) transit committee.
- Monitors and comments on regional, state, and federal actions, programs, and plans impacting the Agency, VCTC intercity bus service services, or other local transit services; provides analysis about the impacts; represents the Agency's interests regarding transit funding and operations at the state and federal levels; assists in the development of new revenue sources.
- Manages the Office of Emergency Services (OES) contract; serves as the lead contact between VCTC intercity bus service, OES, other transit providers, and local agencies.
- Formulates, recommends, and administers policies and procedures governing transit operations.
- Represents the Agency in meetings with other governmental agencies; makes presentations before commissions, boards, professional organizations, business organizations, community organizations, and the general public.
- Handles the most difficult and complex customer service and transit routing issues.
- Plans, evaluates, and supervises the work of subordinate staff.
- Performs other related duties and responsibilities as assigned.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* Ten years of progressively more responsible professional-level public transportation-related experience, including at least five years in a supervisory capacity.

*Training:* A bachelor's degree from an accredited college or university with major coursework in business administration, public administration, transportation planning, environmental studies, political science, public policy, or a related field. A master's degree in one of those fields is highly desirable.

## **Job-Related Qualifications**

### *Knowledge of:*

- Federal and state transit laws and regulations.
- Transit operations and transit scheduling.
- Local and regional transit issues.
- Commuter, intercity, and freight rail operations.
- Applicable local, state, and federal laws and regulations, including the public contract code and application California Public Utilities Commission regulations.
- Report preparation and record keeping techniques.
- Governmental procurement and contracts management requirements.
- Modern administrative and management principles, procedures, and techniques.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Business letter writing and the standard format for reports and correspondence.
- Accounting principles and practices.
- Budget preparation and management.
- Organization and function of local, state, and federal public agencies as they relate to transportation issues.
- Meeting noticing and agenda setting requirements for public meetings.

### *Ability to:*

- Develop logical and useful transit routing schedules.
- Understand and integrate a variety of transit-related programs.
- Understand and assess the impacts of rail projects and budgets.
- Stay current with proposed state and federal commuter rail legislation.
- Make mathematical calculations.
- Analyze difficult problems, develop a positive course of action, and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically, and think creatively.
- Research and interpret applicable federal and state rules and regulations as well as Agency policies.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare detailed reports, plans, and specifications, policies, procedures, correspondence, and complete reliable studies and research as needed.
- Make effective public presentations.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Represent the Agency effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.
- Organize, supervise, coordinate and evaluate the work of subordinate employees; train staff in work procedures.

- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner modeling correct Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- Using a personal computer and associated applications, such as transportation-related and scheduling applications.

**Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- A valid appropriate California driver's license may be required.
- Maintain a satisfactory driving record.

**Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit, stand, walk, kneel, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 30 pound boxes, files, and materials.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; work protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.

*Work Environment:* Mobility to work in a typical office setting and to periodically work in a field setting.

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