



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Transit Program Supervisor  
Department: Public Works  
FLSA Status: Exempt  
Job Code: 3507  
WC Code: 8810  
Effective Date: February 1, 2001  
Last Revision: January 1, 2011  
Pay Grade: NU17  
Union: Non-Union (Supervisory)

#### SUMMARY

Plans, directs, coordinates, and supervises the activities of the County's Transit services. Activities include: identifying and establishing priorities in order to develop criteria and guidelines for transit and associated transit support services; overseeing County's transit program; preparation of grant proposals and transit budget; conducting program staff training; coordinating program activities with other agencies/departments and advisory boards; and related work as required. Work is performed under the general direction of the Public Works Director who review work on the basis of results attained.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Supervises subordinate employees including assigning and reviewing work, scheduling and approving time off, training, evaluating performance, taking necessary disciplinary actions and making hiring and termination decisions in coordination with Director.
2. Responds to or provides information for subordinates to respond to difficult or technical questions.
3. Provides back-up support to personnel during scheduled and unscheduled leaves.
4. Develops and recommends transit policies and procedures; implements and evaluates transit procedures which involves research, design and evaluation of new and existing service routes; developing and maintaining purchasing plan, researching the availability of vehicles with required specifications; and making recommendations for purchase of vehicles to administrator.
5. Develops, writes and administers Federal and State-funded grant programs. Develops mandated plans in association with grant programs including: Coordinated Public Transit-Human Service Transportation Plan, Americans With Disabilities Paratransit Plan, Disadvantaged Business Plan and Title VI Plan. Monitors these plans for annual compliance and reporting to appropriate agencies.

6. Prepares multi-modal planning studies of the Josephine County Transit System, including: long-range planning, passenger surveys, stop-point analysis, and level of service planning.
7. Researches, compiles, verifies, and maintains data from transit operation. This includes: annual reporting to the National Transit Database (NTD), preparing financial and narrative reports; processing and maintaining incident reports; preparing public informational materials; and providing cost analysis information to the administrator.
8. Processes complex, sensitive or confidential documents where considerable procedural knowledge is required to insure completeness and accuracy.
9. Develops and recommends transit budget; manages transit budget and prepares transit grant funding applications (state and federal).
10. Establishes and maintains effective working relationships with County employees and officials, outside officials, agencies, and the public; conducts transit meetings (STF and Public Advisory Committees); collaborates with community partners and participates in community needs assessment process; communicates with angry or hostile individuals; and responds to complaints.
11. Utilizes transit computer hardware and software to develop formats and provide data management.

#### SUPERVISORY RESPONSIBILITIES

Directly supervises approximately fifteen employees in the Transit Program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Must meet all grant and transit authority requirements regarding drug testing and criminal/background investigation.

#### EDUCATION AND EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience.

#### JOB IMPACT

Consequences of error could include exposure to litigation, financial losses, public embarrassment, personal injury and possible loss of life to employees or the public, due to improper management of transit system.

#### JOB CONTACTS

This position requires working with the Board of County Commissioners, other county departments, city, county, regional, state and federal agencies and organizations, the media, public advocacy groups, and the community to coordinate and facilitate efforts to ensure that Transit programs are directed toward achieving infrastructure and service needs of the community. Incumbent also participates as a member of professional associations and committees to advocate for and testify on legislation related to Transit programs.

#### LANGUAGE SKILLS

Ability to communicate effectively both orally and in writing; maintain effective working relationships; respond to common inquiries or complaints from customers, regulatory agencies or members of the public; read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; and effectively present information and respond to questions from group of managers, clients, customers, and the general public.

#### MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### OTHER SKILLS AND ABILITIES

Ability to utilize electronic hardware and software to effectively manage data and information.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain valid Oregon Driver's License. Possession of or ability to obtain ADA certification as established by the federal guidelines.

#### BACKGROUND INVESTIGATION

Those employed in this position shall be subject to a background investigation including criminal background investigation. Conviction of a crime may disqualify an individual for this classification. Pre-employment alcohol and drug testing, and ongoing testing in accordance with the Federal Transit Authority, is required.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

#### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

# PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength	<b># of pounds = 50</b>			
<input type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input type="checkbox"/>	Depth perception	Describe:
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

## Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>