



JOB DESCRIPTION

ORGANIZATION: City of Lebanon
DEPARTMENT: Transit & Senior Services

LOCATION: Lebanon, OR
DATE: January 2020

JOB TITLE: Transit & Senior Services Director

JOB STATUS: Exempt
FLSA Exempt: Yes

PURPOSE OF POSITION: Direct and supervise the operations of the LINX Transit Program and Lebanon Senior Center. Responsible for the provision of exceptional public service delivery, marketing, grant writing, advocacy and government relations for LINX Transit and the Senior Center. Analyze, plan and budget for the LINX Transit program and Senior Center. Oversee the development and implementation of programming and resources for the older adult/senior population. Ensure compliance with Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) for LINX Transit. Manage the development and evaluation of staff. Provide leadership and serve as a City liaison to the community and as a member of the City management team.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Direct and manage LINX Transit and the Senior Center operations, activities and personnel. Supervise personnel, encourage and promote effective staff development and training. Assign and review work and evaluate job performance. Observe and review employee activity and equipment operation for safe practices. Provide mentoring, coaching and administer discipline consistent with city policy and labor agreements. Develop staffing plans and work with appropriate city staff to recruit, select and terminate personnel.
2. Responsible for the research, writing and administration of transit grants. Prepare and analyze statistical reports and performance measures to evaluate LINX transit and Senior Center programming. Prepare and submit reports associated with the various grants. Investigate and research continued and new funding opportunities for senior center and transit programs.
3. Ensure continued eligibility for funding and safety of transit service by complying with the state and federal requirements outlined in the FTA circulars and ODOT statutes, including Title VI, Reasonable Modification Requests and ADA, including training for staff.
4. Identify and develop short and long-term goals for LINX Transit, in conjunction with the Lebanon Transit Development Plan, Lebanon Transportation Systems Plan, Linn County Transit Services Coordination Plan and the ODOT State Public Transportation Plan to meet the growing needs of the community.

5. Evaluate, develop, implement and oversee Senior Services programs, policies and procedures needed to effectively deliver services in a fiscally responsible and efficient manner, meeting the needs of the community.
6. Develop and administer the LINX Transit and Senior Services department budgets. Approve expenditures and payments. Analyze, maintain and monitor appropriate budgeting and expenditure controls, assuring compliance with adopted appropriations.
7. Oversee building/facility and vehicle/equipment issues and maintenance by working with contractors and other city departments.
8. Ensure the effective administration and coordination of volunteer program for Senior Center activities, classes and events, and for rental/building usage from outside agencies and the public.
9. Manage contracts for LINX Transit and Senior Services programs.
10. Act as City liaison working with state and local community boards and task forces serving senior citizens, transit, and community needs. Work collaboratively with local agencies and transportation providers to provide comprehensive, efficient transportation services throughout the area.
11. Promote and advocate the Senior Center and LINX Transit within the community by attending professional organizations, taking part in their work, presenting information related to programs and communicate with media.
12. Serve or assign personnel as department liaison to the Senior Advisory Board and Library/Senior Center Trust Board.
13. Attend and participate at City Council and Budget Committee meetings, as required.
14. Ensure the maintenance of accurate and complete records for department operations and activities.
15. Resolve citizen complaints, issues and concerns in a positive and service-oriented manner. Promote LINX Transit and the Senior Center within the community and other agency partners.
16. Participate as an effective member of the management team; work with and take direction from the City Manager.
17. Ensure compliance with and follow all safety rules and procedures established for work areas.
18. Maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in area served.
19. Maintain work areas in a clean and orderly manner.
20. Maintain regular job attendance and adherence to working hours.
21. Possess and maintain a valid Oregon driver's license with an acceptable driving record.

MANDATORY QUALIFICATIONS:**Education & Experience:**

1. A bachelor's degree from an accredited university in a related field.
2. Five years of senior level management in transit and senior services, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Licenses & Certificates:

1. Current CPR/First Aid cards.
3. Ability to receive security clearance from the Criminal Justice Information Services within the first 45 days of employment.
4. Possess or the ability to obtain a valid Oregon driver's license within the first 30 days of employment.

DESIRABLE QUALIFICATIONS:

1. Experience operating a transit program in compliance with ODOT and FTA.

KNOWLEDGE, SKILLS AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Principles, practices, and techniques of transit, senior services, public administration and City government.
2. Federal circulars, state statutes and ordinances regulating the operation of a public transit program.
3. Recreation and educational programs for seniors and older adults.
4. Aging issues and resources for seniors in the community.
5. Personnel policies and practices.
6. Government budget policies and procedures.
7. Principles and practices of management and supervision.
8. Principles of budget preparation and fiscal accounting.
9. Principles, practices, and techniques of Senior Services and Transit laws, policies and procedures.
10. Reporting and disclosure requirements of government entities.

Skill in:

1. Personnel supervision.
2. Planning, coordinating, and directing the operations of the Senior Services and Transit Departments to achieve established goals and maximize efficiency.
3. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
4. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
5. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
6. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
7. Conducting research, writing technical reports and grants relative to Transit and Senior Services.
8. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
9. Providing outstanding customer satisfaction (internally and externally).
10. Use of Microsoft Office.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationships with those contacted in the course of work.
4. Negotiate effective solutions to complex problems.
5. Handle critical emergency situations in a professional, effective and efficient manner.

PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility.
2. Duties involve moving materials, typically weighing up to 10 pounds, on a regular basis and infrequently moving materials weighing up to 30 pounds.
3. Manual dexterity and coordination are required less 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work environment is typical of most office environments. Evening meetings and some travel are required.

SUPERVISORY RESPONSIBILITIES: Responsible for 9 FTE's and up to 2 on-call or temp employees, seldom over 12 FTE's.

SUPERVISION RECEIVED: Works under the direction of the City Manager.



1/27/2020

Approved by City Manager:

January 2020