



Deputy Director for Transit Operations and Planning

Salary Range: \$135,890 - \$164,300

Date: May 10, 2022

DEFINITION

Under general direction from the Executive Director, the Deputy Director for Transit Operations and Planning is responsible for providing a safe and efficient transportation system by planning, organizing, and directing YCTD's transit operations and service planning team. The Deputy Director for Transit Operations and Planning also performs the duties of the Executive Director during their absence.

Distinguishing Characteristics

This position is YCTD's lead for overseeing the contract for bus, ADA paratransit, and microtransit operations, implementing service changes, and overseeing long-range planning. This position is also responsible for managing YCTD's transit fleet, including planning and implementation of the transition to a zero-emissions fleet consistent with California Air Resources Board mandates.

The Deputy Director for Transit Operations and Planning impacts YCTD's organizational success by providing management oversight of the day to day for all transit services; guiding decisions regarding the provision of public transportation with insight into operational/functional impacts; effectively managing the operating resources and capital assets while providing efficient transit service and ensuring that key business functions are aligned to support those operations. This is an at-will position in accordance with the Personnel Policies.

Supervision Received and Exercised

The Deputy Director for Transit Operations and Planning reports to the Executive Director and is responsible for the direct and/or indirect supervision and management of all transit operations staff. This includes both YCTD employees and oversight for contractor employees. This position serves as a proactive, leadership position that ensures that YCTD's operations achieve, and maintain the safest, most effective and efficient services possible. Further, this position is expected to participate in the sharing of expert knowledge and as a vital member of various teams.

Working Conditions

Normal working conditions for this position are in both an office and field setting. Business travel may be required between District sites, governmental agencies and other locations as required.

ESSENTIAL DUTIES

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

Transit Operations

- Provides operational oversight and direction for YCTD's transit operations.
- Oversees YCTD's bus, ADA paratransit, microtransit and specialized services operations and maintenance contracts.
- Monitors transit service and identifies opportunities for improvements/efficiencies; develops and implements change initiatives.

- Leads long-range planning processes to evaluate operational functionality and recommend enhancements, including short range transit plan (SRTP) updates and periodic comprehensive operations analysis (COA).
- Works with neighboring/overlapping transit providers (primarily Unitrans, SacRT, and Capitol Corridor JPA) and regional planning agencies (SACOG), to coordinate services at key transfer points and enhance regional connectivity.
- Prepares for and participates in regulatory agency audits and collaborates with the finance team on National Transit Database (NTD) reporting.
- Monitors performance measures and enforces accountability, including the utilization of all available technology and data systems that provide or otherwise support operational results.
- Maintains the highest standards in safety for Yolobus passengers, operators and the public. Ensures safety training performed by contract transit operator is effective, consistent and responsive.
- Oversees the management of incidents and claims made against YCTD transit service. Reviews safety-related claims and coordinate with safety staff, outside counsel and claims adjusters to assess and respond to incidents.
- In coordination with the Finance team, oversees the development and administration of fixed route, paratransit and microtransit operating and capital budgets.
- Provides hands-on management of the scheduling and service planning functions.
- Oversees the selection and management of consultants who perform tasks and functions related to transit operations.

Fleet Management

- Oversees management of YCTD's fleet of transit vehicles, including the transition to a zero-emission fleet as required under California law.
- Oversees management of other transit assets, including maintenance equipment and facilities, fueling and charging equipment, and bus shelters and signage.
- In coordination with the Finance team, oversees contracting and procurement for transit operations, vehicle purchase and maintenance in accordance with adopted procurement procedures.
- Oversees a state of good repair for YCTD's fleet of transit vehicles.

Other Duties

- Maintains current awareness of potential, pending, and current legislation, policy, industry trends and best practices that may impact YCTD transit operations.
- Serves as Disadvantaged Business Enterprise Liaison Officer (DBELO) for YCTD.
- Prepares, reviews, and approves detailed correspondence and reports.
- Develop and lead presentations to YCTD Board of Directors, advisory committees and/or other entities/individuals.
- Establishes and maintains effective communications with the Board of Directors, City Councils and other federal, state, regional and local agencies, boards, and commissions and represents YCTD in public meetings and hearings.
- Selects, supervises, trains, motivates, assigns, counsels and disciplines staff, in accordance with YCTD policy including establishing professional standards for work quality, quantity, performance, and accountability.
- Serves as Executive Director during his/her absence and represents the Executive Director as assigned.
- Performs other related duties as assigned.

QUALIFICATIONS

Education/Experience

- Bachelor's Degree in Transportation/Logistics, Public Administration, Business Administration, Engineering, or related field.
- Minimum 8 years' prior directly relevant experience in a public transportation system which includes planning, operations, and management, and 5 years' minimum supervisory experience.
- Experience as a manager in a major functional transportation area, or as an Assistant General Manager or Operations Manager of a smaller transportation organization is highly desirable.

A combination of experience/skills and education to fulfill the requisite knowledge, skills and abilities for this position may be considered.

Knowledge of:

- Federal, state and local regulations regarding the provision of public transportation (bus, required, light rail, preferred) and ADA paratransit service (required).
- Contract Management oversight experience.
- Principles of transit planning and scheduling.
- Safety and security regulations and procedures for transit agencies.
- Policies, regulations and guidelines governing public agency procurement.
- Principles and practices of administration and organizational management, supervision, and budget development and monitoring.
- Planning methods related to service design and cost estimation.
- Knowledge of transit scheduling methods, including scheduling software.
- Ability to read, analyze and interpret maps, schedules, plans, datasets, spreadsheets, and related documents.

Ability to:

- Draw responsible conclusions and make sound decisions.
- Create and maintain good working relationships through excellent communication and teambuilding skills, including the ability to engage successfully with both internal and external contacts and the public around sensitive issues.
- Effectively supervise, mentor and provide professional growth opportunities for staff under direct supervision.
- Demonstrate strong analytical, critical thinking and problem skills; ability to gather, organize, analyze, and present facts and data to appropriate sources.
- Develop and administer budgets.
- Interpret and apply local, state, and federal rules and regulations accurately and effectively.
- Demonstrate strong communication skills, both verbal and written, including the ability to prepare and deliver clear and concise reports.
- Demonstrate a professional level of expertise and use of high-level discretion and judgment in execution of duties is preferred.
- Manage and maintain simultaneous, transitional, and emerging priorities.
- Respond to system emergencies and system problems both during and outside of regular business hours.
- Demonstrate above-average proficiency in computer software programs including the Microsoft Office Suite. Experience with data analysis, transit scheduling and GIS software preferred.

Certificates/Licenses

- Possess and maintain a California driver's license, Class C, and a satisfactory driving record for the last five years.

SUPPLEMENTAL INFORMATION

Physical Requirements

The physical demands described 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.

The employee must possess the ability to use the phone and computer for extended periods, manual dexterity to complete clerical functions and work with office equipment, and lift equipment up to 25 pounds on an occasional basis. The employee must be able to hear, see, and communicate verbally to exchange information. The employee must be able to physically travel between District locations and other destinations, work in evenings when required, work in hazardous conditions. The employee may be subject to fumes, odors, dusts, gases, chemicals. The employee must be able to walk, climb, balance, bend, carry, push, reach, sit, and stand.

Machines / Tools / Equipment

- Ability to operate a personal computer and Microsoft Office Suite programs.
- Ability to operate standard office equipment, including a copy/scan machine and telephone.
- Ability to carry and operate a smartphone on-call device.

Application Information: All applicants must submit a resume and cover letter to jobs@yctd.org.

A job offer is contingent upon the successful completion of a pre-employment drug screen and background check. Salary based upon experience. YCTD is an Equal Opportunity Employer. Women, people of color and LGBTQ individuals are strongly encouraged to apply.

Position to remain open until filled. First review of applications will be May 27, 2022.