

**DIRECTOR OF TRANSPORTATION**

**Job Description**

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| **Location:** | Noblesville-MAIN | **FLSA Status:** | **Exempt**  **Non-exempt** |
| **Reports to:** | President-CEO | **Pay Grade:** | 9 |
| **Supervisory duties:** | **Yes  No** | **Call duties:** | **Yes  No** |
| **Department:** | 8250- HAMILTON COUNTY EXPRESS | **Contract:** | **Yes  No** |
| **Job Code:** | MGMT03 | **Flex Schedule:** | **Yes  No** |
| **Approved by:** | | **Direct Reports:**  **Indirect Reports:** | HCE Transportation Manager  All Drivers (HCE & Janus Transportation); Dispatchers, Reservationists |

**Job Summary: Manages Janus Transportation programs to include: strategic planning, identifying technology to support the departments, Directing Transportation Advisory Committee (TAC) meetings, and providing supervision to Transportation department management.**

**Supervisory/Management Responsibilities:** Carries out supervisory responsibilities in accordance with the company’s policies and applicable state/federal employment laws. Responsibilities include:

* Interviews and makes hiring decisions.
* Creates and monitors a positive work environment for all employees that fosters respect for all people.
* Develops, trains, orients and coaches employees.
* Plans, sets goals and expectations, assigns, oversees and directs work.
* Establishes and monitors appropriate quality, quantity and other work standards.
* Conducts regular individual and team/staff meetings.
* Appraises performance and provides timely daily performance feedback.
* Provides appropriate recognition for performance and retaining employees.
* Records appropriate disciplinary documentation.
  + makes recommendations for termination
  + carries out terminations with Human Resources
  + listens and solves employee complaints and concerns in a timely and effective manner

**Essential Duties and Responsibilities:**

Follows all established organization and department policies, procedures, objectives and meets quality standards. Assists in maintaining a safe working environment throughout the organization by adhering to all safety management policies and procedures which reflect the mission and philosophy of the

Janus Developmental Services. Attends all mandatory meetings and trainings; and maintains all professional certifications and/or licenses if required for the job. Arrives for work on time, returns from breaks and lunch periods and maintains regular attendance for work that does not exceed the allowable standards for paid time off programs or other approved leave.

1. Direct activities and provide supervision to Transportation Manager and Janus Transportation Supervisor in compliance with applicable agency policies and procedures.
2. Direct activities and provide supervision to Transportation Manager in compliance with applicable CARF, BQIS standards as well as INDOT, IndyGo, Federal Transit Authority, National Transportation Database, Federal, State and County regulations and mandates.
3. Assist with developing and implementing all aspects of the Transportation Department for grant writing, fundraising and development.
4. Oversee the development, implementation and execution of the Agency’s Transportation Programs.
5. Create, develop and implement Transportation Program’s manuals, policies and procedures.
6. Create, monitor and report on the critical key performance indicators that measure the performance of Agency’s Transportation Program against agreed upon standards.
7. Identify, establish and maintain ongoing professional relationships with External Transportation stakeholders.
8. Identifying and integrating technology resources to improve transportation operations.
9. Assist in recruiting, hiring, training, coaching and promoting a diverse professional workforce to support the organization’s goals.
10. Prepare and present presentations as needed.
11. Assist in successful 5307 grant application before grant deadlines, to meet budget requirements.
12. Along with Transportation Manager, maintain compliance with all state and federal and county guidelines regarding Transportation programs
13. Oversee compliance audits.
14. Schedule and publicize meetings of the Hamilton County Transportation Advisory Committee; create meeting agendas, facilitate meetings and take meeting minutes.
15. Responsible for advising President/CEO regarding Transportation related issues.
16. Maintain expenses and meet budget parameters and assist in the preparation of program budget for submission to the President/CEO.
17. Support Janus community outreach by attending monthly community luncheons.
18. Responsible for attending Hamilton County Commissioner meetings at least quarterly.
19. Responsible for directing and meeting goals of the agency’s strategic plan in regards to their department.
20. Accepts other duties as assigned by the President/CEO consistent with the agency mission and goals.
21. Responsible for all transportation reporting (internal and external), claims and documentation required by Janus, the Federal Transit Authority, National Transportation Database, IndyGo, INDOT, and Federal, State, County and Local governments.
22. Responsible for knowledge, training and maintenance of the transportation database.

**Non-Essential Duties:**

None.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education and Experience:**

Bachelor’s Degree in Non-Profit Management, Business, Marketing or Liberal Arts or related degree or equivalent combination of education and experience. Five (5) years of experience working in a transportation or non-profit development or a closely related administrative role preferred.

Proven ability to maintain complete confidentiality, senior management/staff member trust and excellent written and oral communication skills required. Skills in using good judgment; professional behavior/demeanor; organization and prioritization of work; accuracy and attention to detail; and the ability to work with flexibility/adaptability, cooperatively and with a friendly, outgoing approach. Ability to learn and apply new procedures, technology and work effectively with senior management with independent decision making required. Requires dependability, high integrity and ethical behavior.

**Certifications/Licenses:**

Valid IN Driver’s License and good driving record preferred. Random drug testing required.

**Language Requirements:**

Ability to read, analyze, and interpret general business documents, technical instructions, or government regulations. Ability to write reports and drafts of business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees, clients, customers and the general public.

**Reasoning Requirements:**

Ability to solve practical problems and deal with a variety of concrete variables in some situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Math Requirements:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw or interpret bar graphs.

**Computer Requirements:**

Job requires intermediate to advanced use of MS Word, Excel, Outlook, databases and development software.

**Physical Requirements:**

While performing the duties of this Job, the employee is frequently required to sit; use hands to finger, handle, or feel; talk and/or hear; occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch. The employee must occasionally lift and/or move up to 20 pounds.

**Interaction Requirements:**

*Internal:*  Senior management, all staff members, clients.

*External:* Members of the Board of Directors and Committee Members, vendors, attorneys, HCE and Riverview Health Rides customers, government officials and members of the general public.

**Work Environment and Other Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work requires performing at a fast pace with attention to detail yet with frequent interruptions from other staff members requiring a courteous and friendly response. Pressure to meet deadlines where a calm reaction and sound judgment is required. Job requires occasional overtime to meet completion dates or to meet staff member/management needs.

**Description Summary:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to the job. Essential duties and responsibilities are intended to describe those functions that are fundamental to the performance of this job and non-essential duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

The job description does not state or imply that the above duties and responsibilities are the only ones assigned to this job. Employees holding this job will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate qualified individuals with a disability.

\*With Employee’s signature below, the undersigned accepts the position description as the basis for defining the employee’s range of responsibilities and as the basis for performance evaluation.

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EMPLOYEE SIGNATURE DATE

Revised 12/10/2021