

TRANSIT MANAGER

Job Summary:

The Transit Manager is responsible for planning, development, and administration of Federally funded transit programs, regional transit planning, grant administration, and serving as a liaison for public transit with the Tribal community, Western Arizona Council of Governments, Federal Transit Administration, and other governmental agencies.

Department:	Tribal Transit Grant Program
Supervisor:	Tribal Administrator
Status:	Full-time, One Year Grant Funded position with benefits
In-House/Tribal Applications Due:	September 8th, 2025
All Other Applications Due:	Until filled
Salary:	\$22.00+/hour & benefits

Duties and Responsibilities:

- Plans, develops, implements and administers the Tribe's public transit program including regional transit planning, continually ensuring an effective and efficient program which complies with all federal, state and local laws, regulations and policies
- Prepares, submits, and manages annual Federal Section 5311(c) Public Transportation on Indian Reservations Program (Tribal Transit Program) Grant applications
- Performs all aspects of Federal Section 5311(c) Public Transportation on Indian Reservations Program Grant administration. This includes, but is not limited to: monitoring and reporting system performance on a daily, weekly and monthly basis; National Transit Database (NTD) reporting
- Develops, administers and monitors the annual budget for transit service administration, operation, and capital projects; monitors and forecasts expenditures of funds needed for staffing, training, equipment, materials and supplies
- Participates in federal audits and site visits (if applicable)
- Works with Western Arizona Council of Governments (WACOG) as well as other governmental agencies to provide efficient public transportation services and maximize coordination efforts. Submit required planning data to WACOG for annual Coordination Plan Updates.
- Develops and maintains departmental policies and procedures
- Prepares transit reports and presentations for Tribal Council
- Participates in Transportation Committee meetings on a quarterly basis
- Travels occasionally to attend all mandatory federal conferences and training sessions
- Works with the Tribe's Consultant for background information and ongoing administration as necessary.

Knowledge, Skills, and Abilities:

- Knowledge of the methods, practices and procedures involved in transit system planning and operations management
- Knowledge of transit equipment and relevant technologies
- Knowledge of traffic and safety laws
- Knowledge of modern business financial principles and practices

- Knowledge of record keeping practices
- Knowledge of marketing concepts that can be employed to promote transit use
- Knowledge of contract administration
- Ability to work independently with minimal supervision
- Ability to interact with citizen groups, elected officials and high-level administrators
- Ability to establish effective working relationships with employees, supervisors, and the public
- Ability to provide leadership in formulating and directing policies and programs and engendering a creative environment
- Ability to prepare clear and concise reports
- Ability to prepare grant proposals and administer grants
- Ability to travel as needed
- Skill in operating computer software programs and spreadsheets

Minimum Qualifications:

- Bachelor's Degree in Public or Business Administration, Transportation Planning, Urban Planning, Engineering, or related field, plus two years experience in public transit administration, planning, management or operations or,
- Completion of two years course work beyond high school in Public or Business Administration, Transportation Planning, Urban Planning, Engineering, or related field, plus five years experience in public transit administration, planning, management or operations or,
- Any combination of training, education, and experience equivalent to five plus years' experience in public transit administration, planning, management, or operations.
- Possess a valid driver's license