

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Assistant Transportation Director
LOCATION: Craven Area Rural Transit System (CARTS)
HIRING RANGE: \$41,777 - \$43,779
JOB TYPE: Full-Time/Permanent/Exempt
POSTING DATE: June 24, 2015
DATE AVAILABLE: Immediately
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

Performs supervisory and administrative work assisting in the management of Craven Area Rural Transit System (CARTS).

ESSENTIAL JOB FUNCTIONS

Oversees the daily operation of vehicles to ensure safe operation and adherence to all applicable laws, ordinances, and regulations. Oversees the development of all service documentation and implements appropriate procedures. Assists the Director with a multitude of duties including but not limited to: the preparation and timely submission of all grant applications and annual operating plans and budgets; timely completion of accounting functions; assuring all local, state, and federal policies, rules and regulations are complied with and properly implemented. Monitors program and budget expenditures, makes recommendations. Resolves client, agency, and general public complaints. Schedules and coordinates vehicle repairs and maintenance; maintains vehicle records. Responsible for the agency Safety and Security Program Plan development, implementation, compliance, and evaluation. Supervises and trains staff, conducts interviews, prepares annual employee evaluations, and makes recommendations regarding personnel issues. Evaluates applicants for ADA Complementary Paratransit Services. .

MINIMUM EDUCATION AND EXPERIENCE

Two-year degree in Business Management or related field; or an equivalent combination of training and experience and two years progressive experience in transportation management. Applicable experience in managing and/or administrating a coordinated transportation system is highly desirable and could be substituted for the required formal education requirement on a year-for-year basis. A minimum of three years of experience in a progressively responsible management and supervisory position is preferred. Subject to Drug and Alcohol pre-employment, random, reasonable suspicion and post-accident testing. Must possess a North Carolina Commercial Driver's License with passenger endorsement, or be able to obtain within 90 days.

ADDITIONAL JOB FUNCTIONS

This position is primary on call point of contact. Performs related duties as required.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Kelly Walker (252)-636-4917.

Craven County is an Equal Opportunity Affirmative Action Employer.

