

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Transportation Director (Position #280-1)
LOCATION: Craven County CARTS
SALARY RANGE: \$54,261 - \$56,866
JOB TYPE: Full-time/Permanent/Exempt
POSTING DATE: April 29, 2014
DATE AVAILABLE: Immediately
CLOSING DATE: Open Until Filled



PRIMARY PURPOSE OF POSITION

Performs administrative and technical work in providing transportation to the general public including clients of public and private human service agencies.

ESSENTIAL JOB FUNCTIONS

Supervise all office and operating affairs of the split rural/urban transit system to ensure a smooth operation. Establish and maintain Driver's Drug and Alcohol Testing Program in accordance with Federal Transportation Administration requirements. Prepare bid specification for outside vendors and make recommendations to management and the Board of County Commissioners. Prepare and administer grant applications which includes presentation to Board of Commissioners and monitoring expenses in order to meet requirements. Analyze, develop and implement procedures to maximize service and passenger needs. Prepare annual budgets and identify funding and revenue sources. Collect and account for County match funds through advertisement sales and fare box collections. Preparation and timely submission of required State and Federal reports and invoices for funding sources. Develop and implement transportation safety and training programs.

Knowledge of the administration, design and functions of a rural/urban public transportation and human service transportation system. Knowledge of safe and effective motor vehicle maintenance procedures. Demonstrated ability to supervise and manage personnel and program activities. Ability to write and interpret reports for organizational and informational purposes. Demonstrated ability to work independently with general supervision and without constant supervision. Ability to deal tactfully and courteously with the general public.

ADDITIONAL JOB FUNCTIONS

Acts as liaison to high level management and elected officials as well as the general public to provide technical and procedural information. Maintains contracts with other agencies as it may relate to daily operations, etc. Develops and maintains periodic reports as appropriate.

MINIMUM EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to a bachelor's degree and a minimum of two years of experience in management, planning, or a related field. A four year degree from a College or University in Business Administration, Public Administration or Regional Planning is preferred. A valid North Carolina commercial driver's license with a passenger endorsement must be obtained within 90 days of hire. Position is subject to Drug and Alcohol pre-employment, random, and reasonable suspicion testing. Craven County residency required.

HOW TO APPLY

Download the NC State Application (PD107) from <http://www.osp.state.nc.us/jobs/general.htm>. Submit application, resume and cover letter to: Amber M. Parker, Human Resources Director, 406 Craven Street, New Bern, NC 28560. Resumes will not be accepted unless accompanied by a completed application. Craven County Department contact for questions is Gene Hodges (252) 636-6600.

Craven County is an Equal Opportunity Affirmative Action Employer.