

*JOB OPPORTUNITY #2201  
POSTED FROM FRIDAY, JULY 26, 2019 UNTIL FILLED*

*Position:*                    **Director**  
*Department:*            Transit  
*Compensation:*         \$31.79/Hr.     (\$66,123.20 annual)  
*Pay Grade:*               E16                 (Unclassified; Executive Wage Plan; Exempt from Overtime)

*Definition:*     Under general direction from the County Administrator, is responsible for directing the operations of the county-wide public transportation system; Performs related duties as required.

*Typical Examples of Duties & Percentage of Time:*

- 30% - 40%     Manages, directs, coordinates, controls and evaluates all internal and external operations of the county-wide public transportation system; directs the work of employees; recommends employment status of others.
  
- 25% - 35%     Formulates and recommends county transportation policy; formulates and sets department policy; directs development of plans for all department functions; directs development of departmental budget, organizational structure and staffing patterns.
  
- 15% - 25%     Implements policies and programs through complex decision processes involving extensive research, coordination and cooperation within department and with other departments and agencies.
  
- 10% - 20%     Meets with legislature, federal and state agency officials to explain departmental operations, identify new legislation needed and to seek funding support.

*Knowledge, Skills and Abilities:*

Knowledge of (1) management principles and techniques involved in directing a transportation facility; (2) personnel administration methods and techniques; (3) fiscal management techniques; (4) budget, purchasing contract and state and federal grant application procedures; (5) departmental rules and regulations\*;

Skill in the (6) use of modern computer software programs and equipment;

Ability to (7) deal with large number of variables and determine/recommend specific course of action; (8) evaluate situations and make objective decisions; (9) organize and coordinate programs; (10) maintain and prepare a variety of records and reports; (11) communicate with others both orally and in writing; (12) deal effectively with public officials, employees, co-workers and the general public; (13 ) handle sensitive and routine inquiries; (14) plan, direct and oversee the activities of a major operation; (15) enforce rules and regulations with fairness and impartiality.

\* Developed after employment

*Suggested Training and Experience Requirements:*

Bachelor's degree from an accredited college or university in business administration, management science or public administration or closely related field with a minimum of 6 years of increasingly responsible full-time paid management experience in the public transportation industry; Training in or experience with electronic data processing/computer science; Training in or experience with computer hardware/software systems; Training in or experience with federal, state and county regulations and funding requirements; Or any combination of education and experience that provides the requisite knowledge, skills and abilities of the job.

*Additional Requirements:*

Must pass (test negative) pre-employment drug test.

May work flexible schedule.

Must possess valid Ohio Drivers license and maintain acceptable driving record.

May drive personal vehicle for county business.

Is subject to inside environmental conditions.

Require vision (which may be corrected) to read small print.

May be required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings.

Submit an ***Application for Employment*** to the Geauga County Commissioners Attention: HR Administrator#2201 470 Center Street Bldg. #4, Chardon, OH 44024. Details and application form at [www.co.geauga.oh.us](http://www.co.geauga.oh.us).