

Position Title: Managing Director

REPORTS TO: Board of Directors

STATUS: Year-round full-time

NATURE OF WORK: Responsible for all aspects of fixed route and para transit system.

ESSENTIAL DUTIES:

Human resources, training, budgeting, Board reports, scheduling, grant administration, route planning, public relations, drug/alcohol program administration, prepare RFPs, and cost control.

OTHER DUTIES:

Participate in state and regional transit planning.

Participate in CASTA.

Cooperate with Town personnel for safe/smooth operation of the CB public works shop.

CDL training. Safety training.

Report to Town Councils as required.

Write and distribute press releases.

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of transit agency operations, including federal compliance and reporting requirements such as ADA, drug/alcohol, and EEO.

Excellent verbal and written skills.

Excellent management skills.

Computer skills.

February 20, 2020