

THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING #2014 - 035

POSITION: PORTALES AREA TRANSIT COORDINATOR
DEPARTMENT: PORTALES AREA TRANSIT
STATUS: NON-EXEMPT
REPORTS TO: PUBLIC WORKS DIRECTOR
SHIFT: FULL-TIME, REGULAR (40 HOURS)
SALARY: \$12.899 PER HOUR

GENERAL DESCRIPTION:

Under the direction of the Public Works Director, directs all operation of the Portales Area Transit. Coordinates various functions of the System, schedules and supervises maintenance, prepares annual budget and accounts for expenditures, recommends purchase of materials and supplies, coordinates activities and programs. Schedule will be determined by the public's demand for transportation service and will change accordingly. Requires a willingness to work some weekends, evenings, or beyond normal work hours as necessary.

TASKS AND RESPONSIBILITIES:

Although the following are typical of the tasks and responsibilities routinely performed, additional duties and/or responsibilities requiring comparable or lesser skills, knowledge, or dexterity may be assigned

1. Schedules / dispatches transportation for Portales Area Transit / Senior Transportation.
2. Completes all required reports as required by the City, NM Department of Transportation and Senior Contractors.
3. Coordinates activities and programs of the Transit System with other community based organizations and programs.
4. Supervises and directs volunteers, interns and paid staff in operation of center and transit functions.
5. Attends all meetings as required by the Public Works Director and cooperates with other agencies that benefit public transportation.
6. Attends workshops and training sessions to keep updated on latest information on transit operations.
7. Trains new personnel as required ensuring employees meet New Mexico Department of Transportation training requirements.
8. Writes policies and procedures as required by city, state and federal agencies.
9. Completes correspondence in a timely manner meeting set deadlines.
10. Writes grants for program funding.
11. Gives presentations as required to various entities.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

1. High school diploma or GED required.
2. Must be able to manage office and personnel.
3. Ability to work with minimum supervision.
4. Must have extensive experience working with people.
5. Should be familiar with general and clerical office routines, such as typing and filing.
6. Ability to communicate clearly in writing and orally.
7. Ability to plan, organize and direct programs.
8. Ability to dispatch using radio for local transportation needs.
9. Six (6) months work experience which demonstrates an ability to operate large vehicles, preferred.
10. Ability to operate a multi-passenger vehicle in a safe manner; must have good driving skills.
11. Defensive Driving Certification and CPR/First Aid Certification are preferred.
12. Good computer skills.
13. Must have a current New Mexico Driver's License with ability to obtain a Class A CDL within 6 months of employment if required. Must possess a good driving record.

WORK SCHEDULE:

The regular work week is up to 40 hours per week. Schedule of hours will depend on the public's demand for transportation. Additional time may be required after regular hours. Schedule to be established by the Public Works Director.

DEADLINE TO SUBMIT REQUIRED APPLICATION TO HUMAN RESOURCES: Thursday, October 16th, 2014 BY 5:00 PM.

EOE