



# JOB OPENING

## Troup County Government

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| <b>Position:</b> Transit Coordinator | <b>Department:</b> Parks & Recreation | <b>Salary:</b> \$22.20/Hr |
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Under general supervision and instruction this position is responsible for administering and managing a safe and efficient transportation system for the citizens of Troup County.

### Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Must have at least 1-3 years minimum experience in related field
- ⇒ Ability to obtain certifications as a PASS Trainer, DOT Drug & Alcohol Program Manager, CPR & First Aid Trainer and Defensive Driver Trainer
- ⇒ Knowledge of federal, state, local laws, rules and regulations applying to transportation and transit
- ⇒ Knowledge of departmental, state and county policies and procedures
- ⇒ Knowledge of department standard operating procedures, rules and regulations; knowledge of capital & operational budgeting
- ⇒ Knowledge of management principles, employee training and development
- ⇒ Knowledge of vehicle specifications and acquisition; skill in maintaining accurate records
- ⇒ Knowledge of grant funding requirements and state purchasing processes
- ⇒ Knowledge and experience in operating a computer and required software and general office equipment
- ⇒ Knowledge of the geography of Troup County and the ability to read maps
- ⇒ Skill in interpersonal relationships; skill in oral and written communications with staff, customers, clients and the public
- ⇒ Skill in assessing the transportation needs of the community, especially the elderly and disabled populations
- ⇒ Skill in evaluating county public transportation needs barriers and opportunities

### Essential Duties and Responsibilities:

- ⇒ Manages personnel by making daily work assignments with the Transit Coordinator Assistant; evaluates performance, provide guidance and necessary personnel action to ensure that the department is achieving its goals
- ⇒ Performs personnel functions (i.e. interviewing, evaluating, supervising, counseling, disciplining, directing, training, etc.) for the purpose of maintaining adequate staff, enhancing productivity or personnel and achieving department objectives within budget
- ⇒ Develops and monitors the department budget and submits final budget recommendations each year
- ⇒ Develops and monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed; completes monthly DHS and GDOT Reports for reimbursement of grant funds
- ⇒ Works with the Transit Coordinator Assistant for the purpose of ensuring that transportation activities are completed efficiently and within regulatory requirements; prepares requisition for supplies and equipment as needed
- ⇒ Works closely with GDOT and DHS Representatives to ensure guidelines are being met and to provide efficient transportation services
- ⇒ Works closely with EMA Director/TCSS Transportation Director for non-emergency transportation as the ESF-1 Delegate for the County
- ⇒ Administers Transit operating contracts, including direction and supervision of operations, financial matters and performance
- ⇒ Ensures all federal and state requirements of the 5311 Program are followed; administers and implements Transit capital programs
- ⇒ Prepares yearly budget with DHS and negotiate fees on a per trip basis; oversees the DHS TRIP\$ Program daily
- ⇒ Administers and implements the Drug & Alcohol Program as required by DHS and GDOT and as the Drug & Alcohol Program Manager (DAPM), maintains all records, pulls quarterly random selections for drug & alcohol testing, notifies employees to report to testing site and completes Testing Order Form for testing facility; completes annual DAMIS Report; administers and updates all Policies
- ⇒ Prepares yearly budget with GDOT and Troup County, including operational and capital expenses; prepares yearly audits by DHS/GDOT which checks all records for Transit System compliance with state and federal guidelines and FTA rules
- ⇒ Oversees the GDOT-QRyde Software Program including data entry of all riders; GEO over coding addresses, creating trips, dispatching trips and trip verifications daily; runs a daily manifest for drivers prepared by the Transit Coordinator Assistant; oversees daily fare box intake
- ⇒ Maintains driver records to include MVR monthly checks on Driver's License, Defensive Driver Training, PASS Training and GDOT Drug & Alcohol Training
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @[www.troupcountyga.gov](http://www.troupcountyga.gov).**

Job #: 07162024 Transit Coordinator

Grade 16

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**