

Washington County Minibus Director

Washington County Minibus in Washington, Iowa is seeking a qualified candidate to fill the Minibus Director position. *Washington Co. Mini Bus is a demand-responsive, wheelchair accessible, public transit provider operating throughout Washington County. Although independently operated, Mini Bus is one of six transit providers contracted by the East Central Iowa Council of Governments (ECICOG) and organized under the East Central Iowa Transit System.*

Job Requirements:

Under direction of the Washington County Board of Directors, ensure safe and efficient public paratransit service by managing Washington County Minibus. Direct staff, oversee operational and systems administration, and respond to passenger and public concerns.

Job Tasks:

- ◇ Manage personnel administration by making decisions; overseeing recruiting, selecting, training, evaluating, promoting, disciplining, and discharging personnel.
- ◇ Ensure maintenance and organization of trip and passenger data, preparation of credible reports as required by the Board of Directors and client cities and agencies.
- ◇ Assist in negotiations and ensure contract compliance for transit service with client cities and agencies.
- ◇ Prepare, present, and monitor the annual budget.
- ◇ Coordinate vehicle procurement.
- ◇ Ensure maintenance schedules to guarantee safe, reliable buses and related equipment.
- ◇ Facilitate strategic planning for Minibus in Washington County and the region, evaluating the Minibus service and plan for growth, expansion and regionalization.
- ◇ Develop and implement a marketing program for the Minibus including advertising, public relations, market research, and planning.
- ◇ Schedule employees to be on duty during all hours of operation.
- ◇ Maintain and oversee accounts payable, accounts receivable, payroll, and all other financial duties of the Minibus operation.
- ◇ Investigate and respond to incident reports and employee grievances.
- ◇ Maintain and ensure compliance with the employee policy and procedures manual.
- ◇ Provide customer service that is professional, courteous, and responsive.
- ◇ Investigate and resolve complaints from passengers, their representatives, clients, cities, agencies, and the public.
- ◇ Prepare and submit grant applications and related reports. Monitor and evaluate grant activities.

Qualifications/Requirements:

- ◇ Bachelor's degree in public administration or related field and five (5) years public transit management experience OR any equivalent combination of education, training, and experience in public transit field.
- ◇ Prepare, justify, and work within an annual budget dependent on a variety of funding sources
- ◇ Collect data, keep accurate records, and prepare reports with an attention to detail.
- ◇ Organize and prioritize multiple responsibilities
- ◇ Analyze organizational and operational problems and analyze and identify trends from statistical and other data.
- ◇ Proficient with computer and related software programs for the purposes of word processing, spreadsheets, presentations, e-mail and Internet.
- ◇ Ability to communicate professionally both orally and in writing.
- ◇ Possession of a valid Class C commercial driver's license with passenger endorsement or ability to obtain within 6 months of hire, and insurable under county liability coverage. May also require use of private vehicle for official business.

If interested, email a cover letter and resume to: pdessner@msn.com
Workplace Solutions, LLC..