

Position Opening: **TRANSIT DIRECTOR**

The Southeast Iowa Regional Planning Commission (SEIRPC) is currently seeking a highly motivated professional to serve as Transit Director of the Southeast Iowa Bus (SEIBUS) public transit service. SEIBUS serves the four counties of Des Moines, Henry, Lee, and Louisa. SEIBUS currently employs 22 employees and has a fleet of 22 vehicles. It provides approximately 135,000 rides annually within the region. For more information on this service please visit <http://www.seirpc.com>.

The successful candidate will be a full-time professional will provide overall direction to SEIBUS operations and report to the SEIRPC Executive Director. The Transit Director will supervise the daily activities of the transit services operations and employees; plan, coordinate and implement service changes, policies and system procedures; supervise, train, assign, monitor and evaluate the work of employees to meet service objectives; document and evaluate system and financial performance for the purpose of meeting objectives and improve the quality of service delivery, design and safety.

Required qualifications include:

- Bachelor's Degree in Public Administration or similar field with five years of experience in government and/or non-profit sector. At a minimum, a high school diploma (or GED) and ten years of direct transit service or similar field may be substituted for a degree;
- Demonstrated supervisory and administrative experience;
- Excellent written and verbal communication skills;
- Proficiency in computer software applications including, but not limited to databases, spreadsheets, and word processing;
- Must have a strong work ethic, good judgment, a high level of professionalism, ability to prioritize and manage multiple tasks;
- Skilled at adequately responding to emergency situations as well as multiple situations quickly;
- Skilled in customer service;
- High-level organizational skills;
- Comply with required drug and alcohol testing (in accordance with DOT/FTA regulations);
- Valid driver's license required;

Desired qualifications include:

- Prefer five years of related administrative experience within a public transit system or similar organization;
- Prefer five years of supervisory experience within public transit or similar organization;
- Prefer experience with labor relations.

This is a fulltime position, which includes an excellent benefit package, and a salary commensurate based on qualifications and experience, and a range of \$50,000 to \$65,000. Please send a cover letter and resume via email no later than Monday, March 2, 2015, to dlaughlin@seirpc.com, or mail to: Debbie Laughlin, SEIRPC, 211 N. Gear Avenue, Suite 100, West Burlington, IA 52655. EOE/AA