MET Transit Operations Manager
Metropolitan Transit Authority of Black Hawk County (MET) located in Waterloo, Iowa is seeking a qualified candidate to fill the Operations Manager position. MET provides both fixed route and paratransit service within the cities of Waterloo, Cedar Falls and Evansdale, Iowa.

**Job Requirements:**
Under the direction of the General Manager, ensures safe and efficient public transit services by managing all operational activities.

**Job Tasks:**
- Oversee and direct all operational activities in the Fixed Route, Paratransit, Maintenance and Dispatch departments.
- Oversees recruiting, selecting, training, evaluating, promoting and disciplining personnel.
- Investigate and resolve complaints from passengers, their representatives and the general public.
- Investigate and respond to incident reports and employee grievances.
- Schedules Fixed Route Operators work.
- Oversees the Authority’s Federal Drug/Alcohol program.
- Assists in contract negotiations with the local union.

**Qualifications/Requirements:**
- Bachelor’s degree in public administration or related field and five (5) years of public transit management experience OR any equivalent combination of education, training, and experience in public transit field.
- Community Transit Manager’s Certification within two (2) years of appointment to this position.
- Possession of a valid Class B Commercial Driver’s License with a “P” Passenger Endorsement.
- 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.
- Must be insurable under the Authority’s liability insurance.
- Strong work ethic with excellent work attendance.
- Able to interact with other public officials including acting in place of the General Manager in public presentations and meetings.

If interested, email a cover letter and resume to: m.little@mettransit.org by Thursday, September 20, 2012