



DIRECTOR OF SPECIAL TRANSIT SERVICES

\$8,314 – \$12,332 PER MONTH PLUS GREAT BENEFITS

Apply Immediately - Recruitment may be closed at any time without notice.

THE JOB: OMNITRANS, provider of public mass transit for the San Bernardino Valley in Southern California is seeking a highly skilled professional to join our award winning team. Omnitrans is a great place to work; we are located close to the mountains, the desert, and beaches of Southern California and offer a vast array of recreation, quality schools and affordable housing. This individual will be a leader who needs to be highly motivated, enthusiastic, with a strong work ethic ready for a fast paced and multi-task environment. The Director of Special Transit Services is an “at-will” employee appointed by the CEO/GM. Accordingly the leadership, organization, and communication skills are critical to success in this position. Their main function is to lead, direct, and coordinate contracted transportation services contracts. This includes developing, implementing and monitoring policies and procedures to ensure vendor contract compliance with Agency requirements. The following duties are standard for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

- Develops and administers competitively awarded contracts for transportation services. Reviews and approves contract transportation service invoices.
- Reviews the accuracy of operations data; revenue hours, ridership, etc.
- Develops and monitors fixed route, paratransit service, and specialized transportation performance indicators.
- Develops procedures to resolve daily operational issues. Responds to customer and vehicle operator concerns regarding service.
- Provides direction and technical assistance to contractors. Ensures contractor compliance with Americans with Disabilities Act (ADA) regulations.
- Prepares an annual coordinated public transit – Human Services Transportation Plan for San Bernardino Valley.
- Participates as Agency’s Liaison with specialized entities within the Agency’s service area to educate customers and citizen groups about transportation services.
- Develops scopes of work for requests for proposals for contract transportation services, participates in the development of scopes of work for support services as needed.
- Directs the Agency’s ADA Certification process and ensures compliance with all local, state and federal regulations.
- Provides direction and oversight of the Agency’s Travel Training program.
- Provides direction for the Agency’s Medi-Cal Reimbursement program.

THE REQUIREMENTS: Any combination of education and experience equivalent to a bachelor’s degree (B.A./B.S.) from a four-year college or university and five years of increasingly responsible professional experience in transit operations, demand-responsive paratransit operations, fixed route operations, transportation management, or contract administration. The ideal Candidate will possess knowledge of developing and administering competitive awarded contracts for transportation services; contract transportation service invoices; developing and monitoring fixed route, paratransit service, and specialized transportation performance indicators; ensuring contractor compliance with ADA regulations; and must be familiar with current business operating systems, software, and programs (i.e. Microsoft Office, to include Word, Excel, Access, etc.) The selected individual will have the ability to negotiate and administer service contracts; compile and analyze complex data and determine appropriate course of action; work independently, establish priorities, and take lead on assigned projects; research and analyze operational problems and develop sound solutions; and interface with mainframes and extract data from proprietary databases. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl; and climb or balance. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

THE SELECTION PROCESS: Candidates will be screened for relevant qualifying experience that consists of an evaluation of education and experience as described on the fully completed application. The ***most competitively qualified candidates*** will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug test and a criminal background investigation, which will include Life Scan fingerprinting. For further information about this exciting career opportunity, please visit our website at www.omnitrans.org. We are unable to accept resumes in lieu of a fully completed application but one may be attached. Applications can be obtained at Omnitrans, 1700 W. 5th St., San Bernardino, CA.

EEO/AA including Protected Veterans and Individuals with Disabilities.