

**County of Grundy  
Job Posting**



**Date of Posting:** August 3, 2022  
**Applications Accepted:** Posted until filled  
**Job Title:** Transit Director  
**Department:** Transit  
**Reports To:** County Administrator  
**FLSA Status:** Full-Time, 40 hours per week, Exempt  
**Rate of Pay:** \$65,000 - \$68,000

**SUMMARY**

Under the supervision of the County Administrator, the Transit Director performs a wide range of transit system administrative duties relating to planning and monitoring of transit operations, recommending and implementing system policies, actively pursue service contracts and other local match revenues, coordination of operators, oversight of marketing and promotion of services, reporting on system finances and operation to the County Administrator and County Board.

**DUTIES**

1. Directs and participates in the implementation of goals, objectives, policies and procedures of the system.
2. Work with the transit service provider to direct all aspects of the system including operations, dispatch, training and policies.
3. Develop and implement organizational and program plans; research applicable laws, legislation and regulations.
4. Responsible for coordination of day-to-day operation of the system and working with the transit service provider, including scheduling, dispatch, personnel and other related components.
5. Prepare and deliver formal presentations before various public and private concerns; attends meetings, conferences and seminars requiring periodic travel.
6. Develop and prepare required report forms to funders, operators and elected officials, in addition to maintaining records, charts and other operational materials.
7. Monitor operational components on a regular basis to ensure overall system compliance.
8. Responsible for internal financial control of the system including operators, line item expenditures, oversee Down State Assistance funding and Federal Assistance grant money.
9. Assist with grant preparation, documentation and related items.
10. Other related duties as assigned and relevant to the transit program.

## **QUALIFICATIONS**

1. Bachelor's Degree in public administration, business, transportation planning or a related field with relevant work experience in profession.
2. The capability of implementing grant program guidelines and to handle the administration of the complex requirements of the transit system in addition to handling the orderly day-to-day program implementation and development and to handle the problems and issues as needed.
3. Knowledge of transportation planning and service principles, State and Federal regulations for public transit, principles and practices.
4. Possesses written and verbal communication skills, the ability to negotiate when conflicts and issues arise, and the ability to establish and further develop cooperative working relationships with various entities.
5. Must be highly organized, capable of handling a varying schedule of activities and an ability to coordinate and communicate with the public, both in and out of the office setting.
6. Basic computer knowledge and capability including word processing spreadsheets and database and/or the ability to learn.

## **TERMS**

This is a grant funded position. Should funding for this position be eliminated, or grant dollars decrease to the point where the position cannot be funded, the county has the right to terminate the position in compliance with the established employment agreement.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **TO APPLY**

Candidates must meet the minimum requirements of the position in order to be considered

Send resume and salary requirements to [HR@grundycountyil.gov](mailto:HR@grundycountyil.gov) with "Transit Director" in the subject of the email.

***No phone calls please.***

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.*