



# Madison County Vacancy Announcement

## Transportation and Operations Director Transportation and Operations Department

### **Position Summary:**

Performs supervisory and administrative work in the management of Madison County Transportation and Operations Department.

The Transportation and Operations Director is responsible for overseeing the daily operation of vehicles to ensure safe operation and adherence to all applicable laws, ordinances, and regulations. The Transportation and Operations Director oversees the development of all service documentation and implements appropriate procedures. This position is responsible for the timely submission of all grant applications and annual operating plans and budgets; ensures all local, state, and federal policies, rules and regulations are compiled with and properly implemented. Monitors program and budget expenditures. Responsible for resolving client, agency, and general public complaints. The Transportation Director ensures all vehicle repairs, maintenance, and maintenance of vehicle records are being conducted properly. Supervises and trains staff, conducts interviews, prepares annual employee evaluations, and makes recommendations regarding personnel issues. Evaluates applicants for ADA Complementary Services.

In addition, the Transportation and Operations Director oversees the operation of County custodial services.

### **Where to Apply:**

The position is open until filled.

Submit an NC State Application with a cover letter to Madison County Human Resources.

To obtain an application, visit <https://www.madisoncountync.gov/employment-opportunities.html>.

Applications will be accepted at: The Madison County HR Office, 107 Elizabeth Lane, Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753.

Applications may also be submitted via email to [hr@madisoncountync.gov](mailto:hr@madisoncountync.gov).

Madison County Government is an Equal Opportunity Employer.

### **Duties and Responsibilities:**

- Monitor vendors to ensure services are operated safely, drivers receive adequate training, and vehicles are well maintained.
- Suggest policies and procedures that may improve coordination of services.
- Manage the Procurement and Disposition Process according to FTA Standards
- Oversee county owned vehicles in compliance with grants.
- Maintains knowledge of present Federal, State, and Local requirements as well as proposed changes to requirements.

- Completes State and Federal grants for transportation funding and monitors requirements for these grants and local system; creates reports as necessary; maintains records for and reports for agencies and grants.
- Oversees and coordinates transportation services for the County, including oversight of vehicle maintenance.
- Assigns, directs and inspects the work of, and supervises and evaluates assigned personnel; recommends personnel actions as needed.
- Gathers information and prepares and presents information as needed to the Commissioners.
- Conducts Transportation Advisory Board Meetings; prepares agenda and related materials.
- Serves on various committees and boards as needed; works with outside agencies as directed.
- Coordinates new driver orientation and departmental employee training.
- Serves as dispatcher, driver, and scheduler in the event of staff absences.
- Oversees financial and budget planning.

### **Desirable Education and Experience:**

- Previous experience in management and supervisory position.
- Previous experience driving for the general public.
- Four-year degree in Business Administration, Public Administration, or related field preferred.

### **Knowledge, Skills, and Abilities:**

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and perform repetitive motions
- Must be able to perform heavy work exerting 100 pounds of force occasionally, 50 pounds of force frequently, and 10 pounds of force constantly
- Must possess the visual acuity to perform extensive reading, perform visual inspections, and perform administrative, computer, and measurement work

### **Requirements:**

Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety sensitive drug screens. Must possess a valid North Carolina Driver's License.

### **Salary:**

\$55,000 - \$58,656.00. This position comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.

This position is exempt under the Fair Labor Standards Act.