

**TOWN OF WINTER PARK  
TRANSIT MANAGER**

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DEPARTMENT: TRANSIT  
FLSA STATUS: EXEMPT

REPORTS TO: TOWN MANAGER  
SALARY RANGE: \$60,000 to \$85,000/YEAR

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**SUMMARY**

This position develops and implements the transit programming elements of the Town of Winter Park's Transit Service Plan, including but not limited to the public transit operations of the Town of Winter Park, financial tracking of regional public transit funding sources, and applies for grant funding through state and federal sources.

**EXAMPLES OF ESSENTIAL DUTIES**

The below list is intended to be illustrative of the responsibilities of the position and not all encompassing. The Town may change these duties at any time.

- Determines the overall policies for the Transit Department in conjunction with directions from the Town Manager and policies of the Transit Advisory Committee and Town Council.
- Serves as Transit Manager by managing the local public transit system; coordinates operations with contracted transit service provider; provides staff support to the Transit Advisory Committee and serves as liaison to the Colorado Department of Transportation for management of federal and state transit grant funds.
- Assures compliance with federal, state and local contractual terms and conditions with the State and designated service contractor. Central coordinator for all transit grants, which may involve internal auditing and holding others accountable for contract and grant compliance.
- Solicits bids for contracted service in accordance with federal, state and local procurement rules. In conjunction with the Town Manager, negotiates contracts with designated service contractor to ensure delivery of transit services.
- Monitors the status of projects programmed by the Transit Advisory Committee and Town Council and prepares summary documents.
- Prepares presentations for meetings on transit planning and grant writing activities.
- Attends Town Council meetings; prepares monthly staff reports as required; prepares statistical data for comparative analysis and decision-making.
- Attends meetings, seminars, and functions relating to public transit services.
- Provides an ethical commitment to protecting the health, safety, and welfare of residents and visitors in Winter Park.
- Remains educated on technological and grant reporting changes.
- Acts as staff liaison to the Transit Advisory Committee.
- Performs related work as required.

Other Duties

- Assists in the creation of necessary programs, processes, policies and procedures for assigned responsibilities.
- Performs duties requiring discretion and independence of action; manages confidential matters; manages a variety of administrative details which involve contact with various officials in the public service and private industry.
- Composes and processes a variety of correspondence, reports, forms and other materials; examines for accuracy and completeness; resolves discrepancies,

- consulting with employees as appropriate.
- Keeps informed of pertinent new rules, regulations and legislation.
- Performs other related work as required or assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must have excellent management, time management, planning, organizational, administrative, computer, and interpersonal skills.
- Ability to exercise good judgment/discretion, and make decisions quickly.
- Ability to read, understand, and interpret various public transit periodicals and forms.
- Knowledge of federal, state and local regulations pertaining to public transit grants and compliance with the Americans with Disabilities Act (ADA).
- Ability to negotiate contracts and agreements.
- Ability to supervise consultants, employees, and coordinate department activities.
- Ability to establish and maintain effective working relationships with Town employees, Town elected officials, other agencies, and the public.
- Knowledge of the geography of the Town.
- Knowledge of applicable Colorado Revised Statutes which pertain to records retention and public information. Knowledge of the Home Rule municipal form of government.
- Knowledge of municipal government with an ability to acquire a knowledge of agency or department procedures, policies and pertinent functions, ordinances and regulations.
- Extensive knowledge of grammar, spelling and punctuation.
- Ability to communicate effectively with a variety of others to include elected officials, colleagues and others outside of the Town government.
- Ability to prioritize a wide scope of duties and multiple projects simultaneously.
- Ability to use a personal computer, including word processing, presentation, database and spreadsheet programs.
- Ability to perform duties requiring discretion and independence of action; manages confidential matters; manages a variety of administrative details which involve contact with various officials in the public service and private industry; exercise initiative and sound judgment and to react resourcefully under varying conditions.
- Ability to compose and process a variety of correspondence, reports, forms and other materials; examines for accuracy and completeness; resolves discrepancies, consulting with employees as appropriate.
- Ability to communicate effectively in English, both verbally and in writing, and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with employees, other agencies, elected officials and the general public.
- Basic knowledge of government processes and responsibilities, as well as a general familiarity with public transit issues and processes in a resort setting.
- Ability to work with the traveling public with tact and diplomacy, often in stressful situations.
- Must possess excellent research and report presentation skills, strong written and verbal communication skills.

## SUPERVISORY CONTROLS

This position works under the general supervision of the Town Manager. Work is generally performed independently in accordance with established regulations and reviewed through reports and an evaluation of results achieved.

## MINIMUM QUALIFICATIONS

### Education:

- Bachelor's Degree in Transportation and Logistics Management, Public Administration, Political Science, Urban and Regional Planning or related field of study required.

### Experience:

- Minimum of three years in municipal government setting or public or private transit operation.
- General knowledge of contract compliance and transit grant management is desired.

### General:

- Valid State Driver's License
- Satisfactory Motor Vehicle Record (MVR)
- Equivalent combination of education and experience may be acceptable.

## GUIDELINES AND SCOPE

All federal, state, and local laws. Work requires discretion and judgment in interpreting Town policies, laws, and ordinances and analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents.

## CONTACT

General Public, Coworkers, Law Enforcement Officers, Government Officials. Identifying and initiating policies, procedures, guidelines, and regulations that best protect the official records of the Town ensuring that the administrative offices of the Town promote compliance with these policies, procedures, guidelines, and regulations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

<b>Frequency Guide</b>			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
<b>Physical Task</b>	<b>Frequency</b>	<b>Physical Surroundings</b>	<b>Frequency</b>
Sitting	F	Extreme Temperatures	R
Standing	F	Inside Work	C
Walking	F	Outside Work	R
Running	R	Walking on uneven surfaces	R
Stooping	O	Working at height	R
Kneeling	R	Other:	
Squatting	R		
Climbing	R	<b>Environmental Conditions</b>	
Balancing	O	Exposure to Chemicals	R
Reaching	O	Exposure to Gases/Fumes/Dust	O
Grasping	C	High Noise Levels	R
Fingering	C	Moderate Noise Levels	O
Handling	C	Vibrations	R
Visual Acuity: Near	F	Light/Power Equipment Ops	O
Visual Acuity: Far	O	Heavy Equipment Operation	O
Depth Perception	R	Work in Traffic	R
Color Discrimination	R	Local Travel	F
Peripheral Vision	O	Out of Town Travel	O
Talking	C	Other:	
Hearing	C		
Other:		<b>Weight of Objects Moved</b>	
		Over 100 pounds	R
		Over 50 Pounds	R
		Over 10 pounds	O

Revised December 2015