



# City of Tempe

## TRANSIT MANAGER

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	432	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Engineering & Transportation	<i>Salary / Hourly Minimum:</i>	\$87,484
<i>Supervision Level:</i>	Manager	<i>Salary / Hourly Maximum:</i>	\$118,103
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Transit Manager
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives direction from the Engineering & Transportation Director or other management staff.  
 Exercises functional and technical supervision over professional, technical and administrative staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of full-time responsible experience in the administration of a public or private sector transit system, transit operations or transportation planning.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in transportation planning, municipal planning, engineering, business or public administration, or a degree related to the core functions of this position. A Master's degree is preferable.
<i>License / Certification:</i>	None

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To manage, monitor and review professional contracts with public and private transit service providers; work with transit professionals at the local, regional and federal level, as well as with private sector transit staff, to implement and manage city transit operations; manage related capital improvements; and provide complex administrative assistance to the Engineering and Transportation Director and other management staff.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Provide complex technical expertise and serve as manager over professional staff, professional consultants and transit service providers on a variety of transportation projects.
- Plan, prioritize, assign, supervise and review the work of staff involved in administrative support duties for the section and division.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Develop, administer and monitor all intergovernmental agreements and contracts for transit services including regional fixed route, light rail, paratransit and mobility programs.
- Initiate, coordinate and participate in writing, negotiating, reviewing, awarding, and administering regional transit service contracts.
- Develop and manage computer and intelligent transportation system applications related to transit operations.
- Administer, monitor and review federal grant activity and requirements related to all transit projects.
- Administer, monitor, review and recommend expenditures related to the Tempe Transit Tax.
- Initiate, coordinate, and/or participate in the procurement of city and regional transit related capital projects including rail vehicles, buses and transit related products and projects.
- Initiate, coordinate and/or participate in the preparation of local and regional transit system performance documents and studies.
- Manage and administer, through supervision or contract administration, the maintenance of transit related services and facilities including the Tempe Transportation Center, the Easy Valley Bus Operations and Maintenance (EVBOM) facility, transit shelters, transit centers, and multi-use paths.
- Prepare and coordinate service plans and cost estimates.
- Represent Tempe at various meetings with Valley Metro/RPTA, Maricopa Association of Governments, etc.
- Maintain tenant relations at the Tempe Transportation center including participating in contract negotiations.
- Monitor and coordinate with Tempe Police Department on light rail, bus and bus stop security program.
- Conduct and participate in coordination meetings with managers and professionals from contracted private sector companies, other public agencies, and city departments to address transit related issues, needs, or improvements.

- Prepare reports, make recommendations, and assist in the administration of a comprehensive transit/transportation planning program.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Traverse uneven surfaces (i.e. field visits for new transit sites/services);
- Work in stationary position for considerable periods of time;
- Operate computers, calculators, and other office machines;
- Extensive reading and close vision work (i.e. review plans and documents);
- Work out-of-doors in inclement weather;
- May require working extended hours (i.e. attending public meetings and City Council).

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective November 1996*

*Revised February 2001*

*Revised May 2004 (Title change, duty statement changes, range adj)*

*Revised Nov 2010 (Removed optional driver's license statement)*

*Revised Dec 2010 (Title change)*

*Revised August 2013 (Reclassify Dep PW Dir – Transit to Transit Mgr)*

*Revised May 2017 (Update purpose statement, supervision received, and essential functions)*

*Revised June 2017 (Update Physical/Mental Activities)*

*Revised March 2019 (PW Reorg – moved to Engineering & Transp. Dept.)*