



Central Shenandoah Planning District Commission

---

## EMPLOYMENT OPPORTUNITY

The Central Shenandoah Planning District Commission, a regional planning organization located in Staunton, VA and serving the local governments in the Central Shenandoah Region, seeks an experienced Transit Manager to oversee the BRITE Public Transit Service.

**Transit Manager.** This position is responsible for the management of the BRITE Transit service, and for coordinating transit planning for the Staunton-Augusta-Waynesboro Metropolitan Planning Organization. This position prepares and manages budgets for the transit program; develops and administers grants through the Federal Transit Administration (FTA), Virginia Department of Rail and Public Transportation (DRPT) and Virginia Department of Transportation (VDOT); provides contract administration for a turn-key transit contract; insures compliance with all federal and state transit related requirements including civil rights and transit related procurements; and coordinates transit related planning studies. The Transit Manager will guide and support the Transit Advisory Committee, as well as any transit related stakeholder groups. Duties also include preparing reports and making presentations to elected officials, boards, committees, and outside organizations, including outreach and coordination to transit funding partners. Effective knowledge of transit operations, FTA/DRPT funding and reporting requirements, and MPO planning is required. The ideal candidate will be a creative problem solver with strong interpersonal skills and political sensibilities with the ability to coordinate and interact with a variety of individuals and organizations; and must possess the ability to work independently, to meet deadlines, and to work well with local, state, and federal staff and the general public. Strong oral and written communication skills and proficiency with Microsoft Office - Word, Excel, Outlook, PowerPoint, etc. is required. A Master's degree in a related field preferred, along with five years experience in transit service delivery. Salary range: \$57,394 - \$67,609 depending on qualifications.

To apply, send a resume with references to Bonnie S. Riedesel, Executive Director, Central Shenandoah Planning District Commission, 112 MacTanly Place, Staunton, Virginia 24401 or [bonnie@cspdc.org](mailto:bonnie@cspdc.org). Position open until filled.

*An Equal Opportunity Employer*