

**CITY OF HARRISONBURG**  
invites applications for the position of:

# Assistant Director of Transportation

An Equal Opportunity Employer

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**SALARY:**

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$37.85 - \$43.53	\$3,028.00 - \$3,482.40	\$6,560.67 - \$7,545.20	\$78,728.00 - \$90,542.40

**OPENING DATE:** 05/27/21

**CLOSING DATE:** 06/28/21 05:00 PM

**DESCRIPTION:**



The City of Harrisonburg's Department of Public Transportation is seeking a forward-thinking, results-oriented Assistant Director to lead a diverse department, which consists of transit, school bus, and central garage divisions. The Assistant Director of Public Transportation is a wonderful opportunity for those looking to make a meaningful impact in the beautiful Shenandoah Valley for a City that has been named one of the fastest growing cities in Virginia (current population is approximately 54,224) and serves as home to James Madison University and Eastern Mennonite University. More information about the Department of Public Transportation is available at: <https://www.harrisonburgva.gov/hdpt>, [Facebook](#), and [Twitter](#).

The Assistant Director is a full-time exempt position with a preferred hiring range of \$37.85 - \$43.53 per hour (equivalent to \$78,728 - \$90,542 annually); however, an exact salary will be dependent upon the selected candidate's qualifications. The City provides an excellent benefits package including health insurance options, retirement (Virginia Retirement System & ICMA-RC), life insurance, paid leave, holidays, and more.

As the Assistant Director, you will:

- Assist the Director with the overall supervision of the activities of the department and serves as office manager;
- Hire, recruit, train, supervise and evaluate the work of the administrative staff;
- Prepare and update policy manuals and operating procedures as needed, including participating in or managing the development, preparation, and issuance of policies or changes to policies and procedures related to safety, vehicle maintenance, fuel, repair, and storage of passenger cars, buses, and equipment related to the Central Garage operations.

- Monitor workload and departmental costs to ensure the efficiency of operations, including management of overtime, contracts, and other departmental expenses related to school bus, transit, and the Central Garage;
- Provide updated information related to legislative issues to all employees as needed and required;
- Prepare a variety of reports, including statistical data reports as required by the U.S. Department of Transportation;
- Respond to inquiries from other City officials and the general public;
- Supervise the collection and reporting of data for drug testing, National Transit Database, VA Department of Rail & Public Transportation, Federal Transportation Administration and Department of Education;
- Provide guidance and oversee grants and reports;
- Assist with completing Federal and State reports, including the capture of data to ensure accurate funding from the State and Federal Government;
- Assist the Director in preparing and presenting a budget for contracts and the annual departmental budget;
- Participate in pre-bid/purchasing meetings;
- Review third-party contracts and purchase requisitions for compliance with the U.S. Department of Transportation program;
- Establish Disadvantage Business Enterprise (DBE) goals;
- Ensure that bid notices and requests for proposals are available to DBE businesses in a timely manner;
- Ensure that solicitations, contracts and procurement processes include DBE goals (both race-neutral methods and contract-specific goals) and monitors results;
- Analyze the department's progress toward DBE goal attainment and identify ways to improve progress;
- Advise the Director on DBE matters and achievements;
- Participate in the development and administration of a variety of departmental projects;
- Monitor and assist in the code for taxis;
- Serve as the Director in the Director's absence.

**Physical Requirements:** This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Minimum Requirements:**

- Undergraduate degree from an accredited college or university with coursework in finance, public administration, business administration, public transportation or similar field and extensive experience (six or more years), or an equivalent combination of education and experience. Some experience at a supervisory level preferred.
- Valid driver's license required.
- Availability to respond to after-hours emergency calls as needed.

The ideal Assistant Director candidate will:

- Possess thorough knowledge of school bus regulations and transit bus regulations in addition to applicable federal, state and local laws, ordinances, policies and procedures.
- Possess some knowledge of budgeting principles and practices as applied to a municipal government.
- Have the ability to:
  - Plan, organize and direct the work of employees;
  - Communicate ideas effectively, both orally and in writing;
  - Establish and maintain effective working relationships with employees, the general public, other department directors and officials;
  - Read and understand complex federal/governmental documents and manuals; and
  - Gather and analyze data and prepare reports.

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- DMV record review;
- Drug screening;
- Credit history review; and
- Criminal background check.

**Application Deadline:** All candidates must submit a complete City of Harrisonburg online employment application by 5:00pm EST on June 28, 2021 in order to be considered. All fields must be completed on the application, to include work experience, duties and education. Resumes may be attached to your online application as supplemental information only. Incomplete applications will not be accepted.

***The City provides an excellent benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave and holidays.***

***All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.***

***The City of Harrisonburg is an Equal Opportunity Employer.***

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.harrisonburgva.gov/employment>

Job #5224 - (May 2021)  
ASSISTANT DIRECTOR OF TRANSPORTATION  
CM

OUR OFFICE IS LOCATED AT:  
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