



Job Description TRANSIT MANAGER

RESPONSIBLE TO: EXECUTIVE DIRECTOR

Summary of Primary Job Functions

Oversees transportation program. Provide guidance to Transportation Coordinator. Ensure Huntington Area Transportation's adherence to federal, state, and local regulations.

A. Duties and Responsibilities

- Track and record at HAT statistics to report to community and funding sources.
- Maintain working knowledge of BlackCat software.
- Submit all required documentation and proposals to funding sources by their deadlines.
- Represent HCCOA and HAT at County Commissioners' meetings, quarterly at a minimum.
- Ensure private pay and Medicaid transportation billing is done on a timely basis.
- Follow up on Medicaid denials and private pay questions.
- Track Medicaid notices and changes.
- Attend meetings and trainings for Medicaid.
- Assist with preparation of Public Transportation and Title IIIB grant applications and others as necessary.
- Maintain compliance standards set by state DOT.
- Comply with ADA and FTA standards.
- Work within the requirements of the drug and alcohol testing policies, maintain all drug and alcohol testing records.
- Update Riders' Guide with Executive Director when necessary.
- Obtain written accident reports from driver and/or police officer and forward to insurance company.
- Ensure all driver training, certifications, and screenings are done in timely manner.
- Work within the requirements of the drug and alcohol testing policies.
- Actively participate in community meetings, transportation meetings, trainings, and conferences, representing HCCOA and HAT as required. Examples: Northeast Indiana Transportation Advisory Council (TAC), Indiana Council on Specialized Transportation (INCOST), Community Resources, Mayor's A.
- Also appointed Transit Asset Management plan accountable executive, and duties that may be required.
- Maintain a good working knowledge of the current vehicles in use and is able to relate any problems to those performing repair and maintenance of the vehicles.
- Communicate with all staff and clients clearly.
- Recognize service to our clients is TOP priority and strive to meet requests of clients in a compassionate manner.
- Follow guidelines and policies set by Board of Directors and Executive Director.
- Positively convey and support decisions made by Board of Directors and Executive Director.
- Always be a representative to advocate for Huntington County Council on Aging, Huntington Area Transportation, and the clients we serve.
- Reflect a positive attitude and is courteous to the public and coworkers at all times.

- Recognize service to our clients is TOP priority.
- Perform other duties as assigned by Executive Director.

B. Qualifications

- Bachelor's degree in transportation, business, or related field; or five years equivalent experience.
- Strong leadership and trouble shooting skills.
- Strong computer skills, ability to learn new software.
- Strong oral and written communication skills.
- Ability to communicate with clients, personnel, and support agencies.
- Ability to remain calm under stress.
- Experience in fast-paced office environment requiring memory, multitasking, flexibility, and real-time decision making.
- Must have and demonstrate the desire and attitude to assist others.
- Possess desire and attitude to support the agency, the HAT office, and the HCCOA mission.

C. Orientation and Training

- Orientation to the organization conducted by the Executive Director.
- Orientation to the Transportation Program conducted by Transit Manager or Executive Director. This includes going through the Drivers' Handbook and Riders' Guide.
- Must complete drug/alcohol supervisor training within first six months on the job.
- Must become informed on drivers' training by completing the following driver training within the first six months on the job.
 1. Defensive Driving course.
 2. Passenger Assistance Techniques.
- Management training at the request of Executive Director.

I have read and understand this job description and hereby certify that I am qualified to perform this job and can perform the essential functions of this job.

I understand that this is not an exclusive list of job functions and that I am expected to complete all duties as assigned.

Employee Signature

Date

Supervisor Signature

Date