



Madison County Transportation Authority

Vacancy Announcement

Transportation Authority Coordinator Madison County Transportation Authority

Position Summary:

Supervises and oversees the daily operations and maintenance of the Madison County Transportation Authority vehicles and drivers. Position works in concert with the State, Federal and County guidelines and objectives.

This position is exempt under the Fair Labor Standards Act.

Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107), a resume and cover letter to Madison County Human Resources. To obtain an application, visit <http://www.madisoncountync.org/employment.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Supervises and assists with all clerical functions of office, including the following:
 - Dispatch calls to drivers
 - Schedule appointments
 - Prepare memos/letters to divers/ correspondence with public
 - Reschedule appointments for clients as needed
 - Maintain filing system for MCTA documents both hard and computer generated
 - Answer incoming calls from public
 - Ensure drivers have paperwork for performing job duties
 - Assist in data collection for operations of MCTA, Madison County, NC State and Federal grants and funding resources.
- Manages and administers the MCTA program to include scheduling of passengers and drivers
- Designs all monitoring, evaluation forms and procedures to ensure appropriate assignment of vehicles to participating service and contract agencies
- Develops and reviews all passenger trip sheets for HCCBG, RGP, EDTAP, and contractual services. Manages these funding sources and revenues according to County, State and Federal guidelines.
- Completes statistical records for the Director of Community Services, local, State and Federal funding/grant guidelines for monitoring the operations of the department.
- Develops vehicle specifications and/or equipment requirements in conjunction with the appropriate state, local and federal agencies.
- Monitors vehicle utilization through a uniform reporting process. Establish a data collection system and client/trip usage. Monitors miles and hours for all vehicles and trips to ensure efficiency of the transportation department.
- Monitors all video, radio and office equipment and its maintenance.
- Develops uniform preventative maintenance (SSP) with NCDOT and federal entities for safety and proper usage of vehicles, interaction with public and appropriate use of grant/NCDOT/Federal funds.

- Completes purchase order requisitions as needed for vehicle maintenance and regularly update AssetWorks for NCDOT with an understanding of vehicle life and procurement regulations.
- Provides technical assistance to participating agencies with respect to route and schedule development.
- Supervises and evaluates MCTA personnel
- Develops policies and procedures for the drivers to follow regarding transportation for clients and vehicle emergencies that meet all applicable federal, state, local, and program standards and guidelines.
- Investigate and complete all required documentation of any MCTA accidents as per County, State and Federal guidelines.
- Schedule drug/alcohol testing according to state, local, and program standards while updating and maintain the drug/alcohol policy in conjunction with County, State and Federal guidelines.
- Research and schedule all training for MCTA drivers
- Attend all NCDOT trainings appropriate to position, run and maintain TAB meetings quarterly.
- Create appropriate training program for employees monthly in alignment with County, State and Federal guidelines.
- Creating, writing and maintaining grants, budgets, revenue and finances of MCTA.
- Other duties as assigned by the Director

Education:

2 years minimum college related to management training/skills. Ability to read, analyze and interpret written materials, financial reports and legal documents. Ability to manage business and personnel operations. Ability to communicate both in writing and verbally with peers, customers, employees, board members, community and regulatory agencies. Proficient in Microsoft word, Excel and exposure to financial GAAP.

Knowledge, Skills, and Abilities:

- General knowledge of office practice and procedure
- Ability to plan, direct, coordinate, and supervise daily activities of the MCTA
- Ability to use judgment in organizing and establishing job functions
- Ability to gather and draft data from a variety of sources
- Ability to understand federal, state, and county policies and procedures, rules, and regulation concerning transportation and general county operations
- General knowledge of budgeting concepts and grant writing and reporting
- Working knowledge of computers and spreadsheet programs
- Understanding OSHA requirements

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Must be able to physically perform the basic life operational functions of talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift objects.
- Must possess the visual acuity to work with data and figures, operate a computer terminal, and do extensive reading.

Requirements: Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. Must possess a valid North Carolina Driver's License.

Salary: \$30,000-\$38,000