



Job Title: TRANSIT ADMINISTRATOR

Department /Office: Hopi Senom Transit Office

Reports to Whom (title): Executive Director

Salary / Hourly Range: 55

Job Classification Code: 9410

Level of Background Check: 1B

Status: EXEMPT; Full-time, Part-time, Temporary

Driving Required: Yes, As Required

JOB DESCRIPTION:

The Administrator plans, implements and directs the public transit service activities, policies & procedures for the Hop Tribe. The incumbent performs management duties of considerable difficulty and complexity, which requires extensive knowledge and skill in planning, analyzing, developing and applying applicable policies, procedures, rules & regulations..

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Executes and applies office and/or department policies & procedures to assist in shaping or improving program effectiveness and productivity; assures program mission is in compliance with department and tribal goals and objectives; develops policies to supplement or improve existing policies issued by respective departments; where major policy changes are necessary in responding to budget appropriations or legislated changes consults with department manager.
2. In consultation with department manager, develops and periodically reviews/revises the organizational mission, goals & objectives and functional changes in the program and/or scope of responsibility & obligations; streamlines office operation in accordance with established organizational policies; strengthens program activities and implements internal control mechanism through development of procedures and the guidelines in maintaining program accountability; assures report submitted by program segments reflect the policies or position of the department.
3. Meets with representatives of other organizational levels of federal and state agencies, and with legislative and executive officials of the Hopi Tribal government; may deal extensively with various committee(s), task teams, etc., of the Hopi Tribal Council.
4. Develops and administers annual office budget; establishes short and long-term program and service goals and objectives; evaluates program and employee performance, oversees compliance with budgetary limitations; provides accounting and expenditure control for program budget; represent program on behalf of the tribe; interacts with outside organizations and the public.
5. Collects and analyzes rider and vehicle data to provide management information to determine optimum schedule/route configuration and to support office operation.
6. Performs other related duties as assigned or authorized in order to achieve office/Tribal goals and objectives.

PERSONAL CONTACTS:

The incumbent maintains frequent contact with the supervisor, Hopi Tribal Council, tribal & village officials/staff, other public/private organizations, funding agency representatives and the general public. The purpose of these contacts is to exchange factual information related to planning, coordinating & project management/assessment, and building mutually beneficial professional relationships.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is sedentary and performed in a standard office environment. The incumbent is considered a member of the Tribe's professional staff and as such is required to work or attend meetings in the evenings, weekends, holidays when necessary to accomplish the work. Moderate travel by automobile on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. **Required Education, Training and Experience:**

A. Education: Bachelor's Degree and Transportation Planning, Business or Public Administration or closely related field;

AND

B. Experience: Five (5) years work experience in public transit operations or transportation planning which includes supervision, grant writing, policy development, contract/grant administration and compliance;

OR

C. Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position

2. **Required Knowledge, Skills and Abilities:**

A. Knowledge:

- Knowledge of modern principles and practices of public administration.
- Knowledge of strategic planning, contract writing and negotiation, program evaluation and forecasting.
- Knowledge of department operational activities, mission and client service requirements.
- Knowledge of tribal, federal & state funding sources, regulations and application processes.
- Knowledge of the socio-economic realities existing on Indian Reservations
- Knowledge of public transportation administration.

B. Skills:

- Skill in writing & verbal communication.
- Skill in managing staff and complex internal relationships.
- Skill in organizational development & assessment and project planning.
- Skill in funds development.
- Skill in providing excellent customer service and public relations.

C. Abilities:

- Ability to plan, develop, implement and administer management.
- Ability to liaise with various governmental agencies, private business and development representative.
- Ability to analyze & assess systems failures and develop appropriate corrective action.
- Ability to review and assess capabilities and performance of subordinate staff.
- Ability to manage multiple and multi-component projects at one time.
- Ability to design studies and plans to fit transportation needs and goals.

NECESSARY SPECIAL REQUIREMENTS:

1. The candidate must successfully complete & pass the following pre-employment screening in accordance with Hopi Tribal Management Policy
2. Must possess valid Arizona Driver's License and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
3. Complete/pass a background investigation and fingerprint check; No felony convictions or two or more misdemeanor convictions
4. Must be able to pass pre-employment drug, alcohol and substance screening and randomly throughout term of employment
5. Possess or obtain and maintain a valid Adult/Infant CPR and First Aid certification.
6. Possess a clean driving record within the past three (3) years of application.

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