

Job Description Assistant Director: Transportation Administration of Cleveland County, Inc. (TACC). This is a new full time, safety sensitive salary position.

General Statement of Duties

The Assistant Director serves as the program assistant under the direct supervision of the Executive Director. Performs a variety of functions directly related to the management and administration of transportation services, policy administration/interpretation of Federal and State grants/standards; develops and reviews necessary documents to comply with these standards.

Distinguishing Features of the Position

- A. This position will be responsible for assisting the Executive Director of TACC with administrative tasks, developing policies and procedures, completing NCDOT documents, administering TACC's Drug and Alcohol Program, and developing, implementing and facilitating an ongoing Safety Plan & Program for TACC, which will reflect laws, policies and procedures designed to promote vehicular safety as they pertain to state and federal laws and regulations.
- B. Work Schedule will fluctuate in order to observe TACC's current office schedule (6:00 AM to 6:00 PM), but should equal 40 hours per week but may include additional morning, evening, and weekend hours as deemed necessary by the Executive Director.

Description of Responsibilities and Duties

- 1. 40%- Assist the Executive Director with Administrative tasks including but not limited to:
 - a. Employee supervision, evaluations, and disciplinary actions.
 - b. Completing NCDOT documents including federal and state reports.
 - c. Preparing the Rural Operating Assistance Program grants for Cleveland County and TACC with the assistance from the Finance and Administration Manager.
 - d. Reviewing monthly budget reports
 - e. Developing and enforcing TACC Policies and Procedures.
 - f. Marketing- developing community awareness of TACC and CCT services.
 - g. Ensures federal and state grant reporting requirements are met.
 - h. Manage the process and reporting of the Rural Operation Assistance Program (ROAP) and Elderly and Disabled Program grants to NCDOT and other grants as assigned by the Executive Director.
 - i. Ensures TACC follows all laws and procedures governing Title VI of the Civil Rights Act of 1964 and other applicable federal and state Civil Rights laws and regulations.

2. 25%- This position will be responsible for developing, maintaining, and facilitating a Safety Plan and Program for TACC.
3. 10%-Ensures that all TACC employees receive and satisfactorily complete monthly safety training per TACC's Safety Plan.
4. 10%-Remain current with state and federal laws, policies and procedures, and recommendations as they relate to public transportation.
5. 5%-Administer and continuously update TACC's Drug and Alcohol program.
6. 5%-Licenses, registration, and certifications.
The incumbent will attend all appropriate educational courses to enhance the administrative, training and communications skills as they pertain to administration, safety, and public transportation.
7. 5%-As deemed necessary.

Other Position Requirements

- A. This position requires the incumbent to learn and be knowledgeable in the administrative duties of TACC, proper and safe operation and maintenance of vehicles as it pertains to TACC policies, as well as state and federal laws.
- C. The incumbent must constantly provide excellent guidance as it pertains to the safe operation of transit vehicles and ensure excellent customer service to the general public. The incumbent should consistently project a positive and friendly attitude to all clients, passengers and the general public.
- D. The incumbent must be physically and mentally capable of driving vehicles, conducting wheelchair lifts for extended periods of time and must be able to train TACC employees in every aspect of their position.
- E. Work is performed inside and outside of the vehicle and the office. The Assistant Director will be required to assist the Executive Director with all administrative aspects of TACC and to facilitate the training of TACC employees.
- F. The position requires the primary use of Microsoft software and other software as directed.

- G. 100% visual attention and mental concentration are necessary in the performance of the Assistant Director duties and manipulative skills are required when performing employee training.
- H. The physical activity of this position are: Stooping; Kneeling; Crouching; Reaching; Walking; Pushing/Pulling wheelchairs,50 pounds; Lifting 50 pounds; Fingering; Grasping; Talking; Hearing; and some Repetitive motions.
- I. The position requires that an individual must submit to and successfully pass a DOT physical, criminal background check, drivers' license check and drug test prior to an offer to fill the Assistant Directors position.

Minimum Education and Experience Requirements

- A. The incumbent must have a working knowledge of all traffic laws and transportation regulations in North Carolina as well as a working knowledge of the proper methods of loading and unloading vehicles and safe operation of a vehicle. Should have the ability to perform minor maintenance and/or evaluate repairs for a vehicle.
- B. Should have the ability to understand and carry out oral and written instructions as well as the experience and ability to write technical grants, policies and procedures.
- C. The incumbent should have a minimum of a two year Associate Degree, preferred and/or at least 5 years of Administrative experience. Supervisor experience is preferred but not required.

Special Qualification/Requirements

- A. Appropriate North Carolina Drivers License for the weight and type of vehicle operated as required by the North Carolina Department of Motor Vehicles. Must have or obtain within a 90-day period of employment, a North Carolina CDL with a P endorsement.
- B. Residence in Cleveland County is preferred but not required.

Salary Position; Full Time with benefits, hiring range \$35,000 - \$45,000.