



Assistant General Manager

The Assistant General Manager will provide oversight, direction and coordination to Waco Transit Systems staff in the provision of cost effective, efficient and reliable public transit services within available financial resources, controlling governmental regulations and Board policies; develops and maintains effective working relationships with the constituencies (the public, employers, media, governmental agencies, elected officials and board of trustees) to promote financial and public support, understand and cooperation for existing and enhanced public transit services; provide input and feedback to the board on the development of policies and external factors which have a direct impact on the achievement of specific goals and objectives.

Description

Oversees and directs operating managers in the following areas: financial, human resources and operating service programs, maintenance, and service development. The AGM monitors the ongoing activities of Waco Transit System to identify, evaluate and resolve significant service financial and personnel problems encountered and to ensure that alternatives and staff recommendations are consistent with adopted policies, governmental regulations and the transit interests of the public; coordinating businesses and related program constituencies.

Monitors external developments which impact Waco Transit Systems assets, grant allocations, farebox revenues, costs and expenditures; evaluates ongoing transit programs and services for effectiveness and alternatives and changes which will be necessary if current level of financial and ridership support is altered or significantly reduced.

Provides leadership and direction to operating program managers in the development of strategic planning functions; assists the Board in its planning responsibilities by developing a five-year plan which will accomplish annual and long-term goals and objectives and provide sufficient financial resources to meet capital and operating needs.

Select key managerial and support staff and track individual levels of performance consistent with goals and objectives; approves appointments; promotions and transfers consistent with Waco Transit System policies and contract provisions; listens to employee and staff concerns and provides direction and guidance as appropriate.

Develops, implements and monitors corporate marketing and strategic plans.

Preferred Education and Experience:

A bachelor's degree with major course work in business, finance, transportation or public administration and five (5) years of job related managerial or comparable administrative experience preferably in a public transit agency; or substituting an advanced master's degree in a job-related curriculum for one (1) year of desired experience.

Valid Motor Vehicle Operator's license.

Drug test and pre-employment physical is required.

Areas of knowledge include management of daily bus operations and maintenance, labor relations, labor contract management, personnel management, transportation safety and transit regulatory requirements.

Must have demonstrated experience utilizing data to identify trends in the business that support strategic and tactical adjustments to ongoing operations.

Must have 5 years of managing transit system service as a GM, AGM or Director.