



FORT BEND COUNTY

JOB TITLE: ASSISTANT TRANSIT DIRECTOR

DEPARTMENT: PUBLIC TRANSPORTATION

SALARY RANGE: Professional/Management Grade 14, \$2,900.80 - \$3,412.00 biweekly based on qualifications

CLOSING DATE: Upon filling position

Located just southwest of the City of Houston, Fort Bend has a long history which began when a small log fort was built on the banks of the Brazos River to help protect the settlers moving onto Stephen F. Austin's original Mexican land grants. In fact, the county draws its name from that small fort built in the early 1800s and the small settlement around it, that in 1837 became the county seat of Richmond, Texas. Today, Fort Bend is one of the fastest growing counties in Texas and the United States with a current population exceeding 585,000.

SUMMARY OF DUTIES:

Acting as second in charge, the Assistant Transit Director monitors all divisions within the Public Transportation Department, which includes Finance & Administration, Community Relations and Operations. Participates in planning of programs, policies or objectives for own work group and department. Ensures the department meets all requirements set forth by federal and state agencies. Develops compliance policies in order to meet federal, state and local regulations regarding public transportation services. Ensures that written departmental policies and procedures are accurate, updated within established timeframes, and include appropriate information as it relates to federal, state and local public transportation guidelines. Analyzes and evaluates transit operations to assess long and short-range planning for strategies, resources and needs. Ensures the effective implementation, development and deployment of technological, innovative products and ensure efficiency and effectiveness of all provided transit services. Coordinates leadership and professional development training for the senior level management and staff. Participates in various HGAC committees and subcommittees as needed to ensure the department stays apprised of decisions affecting transportation in the region. Oversees day-to-day operations and progress on capital and long range planning projects, establishes benchmarks for special team performance, and reports to the Transit Director with regular progress reports. Serves on statewide public transportation committees, attends various legislative meetings, and works with state and local representatives and lobbyists. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

MINIMUM REQUIREMENTS:

Bachelor's Degree in Business Management, Public Administration, Transit Management, Political Science, Urban Studies or related field with major coursework in transportation planning preferred, or seven years additional Transit Operations experience may substitute for the degree requirement. Seven years job related experience. Direct Transportation Operations and Management experience or education. Proven proficiency with both oral and written communication skills. Strong math and/or accounting and management skills. Organizational skills and the ability to complete multiple tasks a must. Strong interpersonal skills and the ability to deal effectively with the public, other employees and elected officials.

All full-time and part-time employees are members of the Texas County District Retirement System (TCDRS). Full-time employees also enjoy a wide-range of great benefits.

FORT BEND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, COMMITTED TO NON-DISCRIMINATION IN EMPLOYMENT ON ANY BASIS INCLUDING RACE, COLOR, RELIGION OR CREED, SEX, SEXUAL ORIENTATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, PREGNANCY STATUS (INCLUDING CHILDBIRTH AND RELATED MEDICAL CONDITIONS), NATIONAL ORIGIN, ETHNICITY, CITIZENSHIP STATUS, AGE (40 AND OVER), PHYSICAL OR MENTAL DISABILITY, GENETIC INFORMATION, PROTECTED MILITARY AND VETERAN STATUS, POLITICAL AFFILIATION OR BELIEFS, OR ANY OTHER CLASSIFICATION PROTECTED BY STATE, FEDERAL AND LOCAL LAWS, UNLESS SUCH CLASSIFICATION IS A BONA FIDE OCCUPATIONAL QUALIFICATION.

A Fort Bend County employment application is required and may be completed

online at www.fortbendcounty.jobs

