



## CITY OF MCKINNEY

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Transit Services Coordinator	<b>JOB CODE:</b>	9291
<b>REPORTS TO:</b>	Transit Administrator	<b>SAFETY SENSITIVE:</b>	No
<b>FLSA:</b>	Non-Exempt	<b>GRADE:</b>	11

### WORKING FOR THE CITY OF MCKINNEY

Working for the City of McKinney is more than a job. It is an opportunity to make a meaningful difference in the lives of others. It is also an opportunity to have a hand in the development of one of the fastest growing communities in the nation. In 2014, our community was named “The #1 Best Place to Live in America.” Although proud of that honor, everyone on our team is committed to making McKinney an even better place to live, work and raise a family. That’s why we exist.

### OUR CORE VALUES

City of McKinney employees work hard and at a very fast pace. However, we also look after and support one another. All of us are guided by four employee-inspired values – Respect, Integrity, Service, and Excellence (RISE). We are also supported by servant-based leaders who foster and support a healthy, family-oriented culture. All new employees are expected to embrace and live by our core values and commit to helping us sustain our exceptional work environment as a high performance organization.

### SUMMARY OF POSITION

The Transit Coordinator assists the McKinney Urban Transit District (MUTD) Transit Administrator in the daily tasks of overseeing Collin County Transit (CCT) service. These daily tasks include administrative, program delivery, operations, financial and grant management. Other duties may include entering requisitions and processing payments, tracking grant funds, meeting project administration requirements, providing various forms of administrative service and interfacing with other City employees and residents. This position does not provide direction to other employees.

### GENERAL EXPECTATIONS FOR ALL EMPLOYEES

In order for us to continue to achieve our primary function of making McKinney a better place to live, work, and raise a family, we hold these expectations for all employees.

- Learn and demonstrate an understanding of how team, department, and City goals are interconnected.
- Contribute to a positive work culture.
- Maintain regular and reliable attendance.
- Ability to assess his/her work performance or the work performance of the team.
- Contribute to the development of others and/or the working unit or overall organization.
- Ability and willingness to work as part of a team, to demonstrate team skills, and to perform a fair share of team responsibilities.
- Ability to continuously learn and develop through a mix of internal and external training opportunities, and if applicable, encourage subordinates to do the same.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collects and tabulates data and performs data entry for the various transit-reporting systems (NTD, PTN) etc. Prepares operating and capital grant reports.
- Assists the Transit Administrator with grant management from initial grant application preparation to grant agreement processing and grant reporting for local, state, and federal grants.
- Assists with updates to federally required plans, such as Civil Rights Title VI, DBE etc.
- Assists with financial audits and federal/state triennial review audits.
- In conjunction with the City’s Finance department and Transit Administrator, tracks grant revenues and program expenditures, ensures City, FTA, TxDOT and other financial systems stay synchronized, and resolves payment processing and tracking issues,

- Assists with development and implementation of marketing and outreach activities in coordination with other City departments and outside agencies.
- Ensures grant compliance by coordinating and meeting with other service providers conducting on site monitoring, documenting audits, and enforcing guidelines.
- Assist Transit Administrator in completing staff liaison duties and preparing meeting materials for the McKinney Urban Transit District (MUTD) Board.
- Comply with all written City policies and procedures.
- Adhere to assigned work schedule as outlined in City and department attendance policies and procedures.
- Travel to meetings, trainings, and City events, as necessary.

**OTHER JOB FUNCTIONS:**

- Perform other duties as assigned or directed.

**KNOWLEDGE, SKILLS, ABILITIES, AND BEHAVIORS**

- Ability to embrace and embody the City's core values of Respect, Integrity, Service, and Excellence (R.I.S.E.).
- Ability to communicate effectively with peers, supervisors, subordinates, and people to whom service is provided.
- Ability to produce desired work outcomes, including quality, quantity, and timeliness.
- Ability to plan and organize work, time, and resources, and if applicable, that of subordinates.
- Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.
- Ability to speak and deal tactfully with others and exhibit a willingness to share information.
- Intermediate Microsoft Excel skills including the ability to calculate and tabulate data.
- Possess mathematical skills that produce reliable calculations.
- Intermediate Microsoft Office including Word and PowerPoint.
- High level of integrity and dependability with a strong sense of results-orientation.
- Exercise sound judgment, decisiveness, and creativity in various situations.
- Demonstrate a collaborative and flexible style, especially during times of change.

**MINIMUM QUALIFICATIONS**

Bachelor's Degree with one (1) year of direct experience in the oversight of transit service provision for a governmental or nonprofit agency or an equivalent combination of education and experience.

**Any work related experience resulting in acceptable proficiency levels in the above Minimum Qualifications may be an acceptable substitute for the above specified education and experience requirements.**

**PREFERRED QUALIFICATIONS**

Bi-lingual – English/Spanish preferred

**CONDITIONS OF EMPLOYMENT**

- Must pass a drug screen and background check.
- Must have Class C Texas Driver's License.

**PHYSICAL DEMANDS**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of standing and/or sitting. Some tasks require visual and sound perception and discrimination and oral communications ability.

**WORK ENVIRONMENT**

Essential functions are performed inside and outside an office environment.

*The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment*

*agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

*The City of McKinney is an equal opportunity employer (EOE) committed to an alcohol / drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability or any other legally protected status.*

**Original Issued Date:** May 23, 2022

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