

Coordinator – Transit – The City of Round Rock

Salary \$60,694.40 - \$75,857.60 Annually

The posted pay range is the starting salary. Pay rate offered is based on experience.

Description

Under the general supervision of the Transportation Director, the Transit Coordinator oversees the development, implementation, and maintenance of all transit-related activities. Activities include contract negotiations, transit system analysis, grant management, the Public Transportation Safety Program Plan, and the Safety Management System in compliance with federal, state, and local regulations. This position requires interaction and coordination with other City departments, regional partners, and the community. In addition, this position may require management of special programs/projects and grant assistance for the Transportation Department.

Examples of Duties

- Plans, monitors, and maintains the City's public transit system. Coordinates the planning and development of fixed routes and transit assets in compliance with the Americans with Disabilities Act (ADA), the Federal Transit Administration (FTA) and other federal requirements.
- Documents processes for the SMS, including the Safety Management Policy and processes for Safety Risk Management, Safety Assurance, and Safety Promotion. Develops and maintains performance targets based on the safety performance measures established in FTA's National Public Transportation Safety Plan (NSP); criteria to address all applicable requirements and standards set forth in FTA's Public Transportation Safety Program and the NSP; and a process and timeline for conducting an annual review and update of the safety plan. Provide reports to senior managers concerning safety matters.
- Prepares and monitors the transit program budget, plans, and participates in public outreach events, and responds to customer inquiries. ADA job responsibilities include processing applications and conducting eligibility interviews in conformance with ADA regulations.
- Responsible for procurement following FTA regulations, contract negotiation and processing purchases and contract for City Manager or City Council approval. The Transit Coordinator is responsible for monitoring all contracts and contractor activities for compliance with FTA regulations and preparing for FTA audits. Monitoring the fixed-route system and making suggested changes to said system, along with development of any financial impact those changes would have.
- Manages the lifecycle program for transit assets, maintaining inventory, inspecting assets, and procuring replacements as needed, and reviewing bus maintenance and Transit Center maintenance reports. Assists with any necessary road detours and alerting the public to temporary changes.

- Assists with the production of marketing materials, ensuring materials are available at the Transit Center and on the buses. Develops and distributes rider policies and maintains the transit web page.
- Participates on the Regional Transit Coordination Committee and Clean Air Coalition Advisory Committee.

Experience and Training

- Bachelor's degree required. Additional experience may substitute for education on a year-to-year basis.
- Minimum three (3) years related work experience.

For more information and to apply, visit: [Job Openings and Descriptions - City of Round Rock \(roundrocktexas.gov\)](http://roundrocktexas.gov)