### Job Description

**Position:** Transit Development Manager – RCRPC Planner I

**Job Objective(s):** To guide and manage the grants and funding sources, associated with the operation of the Richland County public transportation system, according to the guidelines and requirements of the various Federal, State and local funding sources and serve as the community liaison for the Richland County Transit Board (RCTB).

**Directly Responsible To:** Executive Director of the Richland County Regional Planning Commission (RCRPC)

**General Statement of Duties:** The Transit Development Manager is responsible for a full range of grant related finance and administration activities for the successful operations of the Richland County Transit system, while acting as the transit board liaison to the community, MPO and elected officials. This position operates under a Memorandum of Understanding between Richland County Regional Planning Commission (RCRPC) and RCTB.

**Essential functions of this Job:**

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| Grant Development and Coordination (60%) | - Develop, prepare and submit applications for grants, awards and funding for all Local, State, and Federal grants to support the public transportation system (15%)  
- Provide administration and fiscal functions to include the fiscal and auditing requirements of the grants (15%)  
- Ensure all open grants/awards/funding remain in compliance with all federal or funding requirements. Coordinate the Federal Triennial review and ensure follow up corrective actions are implemented (15%)  
- Continually monitor grant funds, grant supported activities and grant subrecipients (5%)  
- Prepare all required procurement documents and monitor contracts (10%)  
- Compile and submit to the annual National Transit Data Program, Disadvantaged Business Enterprise Program, and Title VI compliance (5%)  
- Research and maintain knowledge base on grants (As required) |

**Board Liaison (30%)**

- Serve as the RCTB point of contact for grantor agencies, partners and elected officials regarding transit (10%)  
- Work with RCTB, contracted management team and Federal and State officials to prepare and monitor the RCTB annual budget (5%)  
- Supervise the preparation of financial reports and annual auditing requirements of RCTB (5%)  
- Keep board informed about any trends, events, or emerging issues of significance to the system’s success  
- Work with community partners and stakeholders to create partnerships and strong support for RCT  
- Represent RCTB at meetings (5%)  

**Planning Coordination (10%)**

- Coordinate with RCRPC MPO staff on the Transportation Improvement Program, Long Range Plan and system analysis (10%)  
- Assist with maintaining the Transit Development Plan (5%)  

**Desirable Qualifications for In general, the Transit Development Manager must have strong analytical abilities, knowledge of grant procurement and management techniques, and knowledge of**
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| Employment: | federal and state public transit programs. The successful candidate will be a skilled communicator with the ability to establish and maintain strong partnerships.  
- Skill in the use of office software including word processing, spreadsheet and statistical analysis and presentation development (preferably Microsoft products: Word, Excel, Access and PowerPoint)  
- Ability to work with minimal direct supervision and be able to meet assignment deadlines  
- Ability to collect, research, analyze and input data, make informed professional recommendations and demonstrate accuracy and thoroughness while maintaining a results-oriented focus  
- Ability to adapt to changes in the work environment.  
- Ability to establish and maintain effective working relationships with staff, technical committees, policy board, partner agencies, public officials and the general public  
- Ability to show respect and sensitivity for diversity of thought, education and cultural makeup of staff and community |
| Necessary Education, Training and Experience: | • Bachelor’s degree in urban planning, business administration, public administration or a related field with at least 3 years of progressive experience in transit, grant management, project management, or any combination of education and experience that provides the applicant with the desired skills, knowledge, and abilities required to perform the job.  
• Experience in public transit management is desirable though not necessary  
• Valid Ohio Drivers License a good driving record, proper insurance and reliable vehicle |
| Essential Physical Requirements | • Ability to work on multiple tasks.  
• Pleasant and clearly understandable phone voice.  
• Ability to sit at a desk for one or more hours at a time.  
• Ability to operate computer and other equipment in the office.  
• Must have sufficient mobility to move around and to interact with the community; must be able to move or lift objects of no more than 25 lbs.  
• Mobility to work in a typical office setting, using standard office equipment, driving a motor vehicle to attend meetings outside the RCRPC office, ability to read printed materials and a computer screen, and hearing and talking to communicate in person or over the telephone are essential physical demands of the position. Traveling to meetings both inside and outside the RCRPC study area and attending evening and weekend meetings/functions should be expected on an as needed basis. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation. |
| Statement: | This job description is not intended to define the full and exclusive responsibilities of the individual filling the position. Many tasks will evolve through the day to day operations that will require flexibility, adaptability, and a willingness to work cooperatively with the entities involved. |
| Contact: | Send resumes to jshetty@rcrpc.org |
| Starting Salary Range – Full time, | $50,000 - $60,000 based on experience and qualifications |
| Complete benefits – | OPERS retirement, health/dental/vision, life insurance, vacation, sick, holidays |
| RCRPC is an Equal Opportunities Employer and it is our policy obtain the best-qualified applicants available for each vacancy, without regard to sex, race, color, religion, creed, national origin, political affiliation, age, disability, gender identity or other non-merit, or non-job-related factors. |