



## Cape Fear Public Transportation Authority Deputy Director

**POSITION TITLE:** Deputy Director

**JOB SUMMARY:** Assists the Executive Director with the development and execution of operational policies for the Cape Fear Public Transportation Authority. Directs, manages, supervises, and coordinates the planning activities and operations of the Authority, including fixed-route, paratransit and Microtransit activities; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the Executive Director.

This is a full-time position. The salary range for this position is \$90,000-105,000 annually (DOE). Some of the responsibilities for this position include, but are not limited to:

- Provides direction and oversight for Fixed Route, Paratransit, and Facilities Management departments
- Oversees and manages Microtransit program and services
- Supervises Mobility Manager and accompanying WaveConnect program
- Researches, analyzes and evaluates new service delivery methods and techniques
- Prepares short- and long-range planning functions in accordance with budget guidelines and adopted plans
- Ensures all Federal Transit Administration (FTA) policies are up to date, clarified, and CFPTA complies with all Federal Grant Requirements throughout the Authority
- Meets programmatic and regulatory requirements and deadlines
- Applies for funding through grants provided by the Federal Transit Administration, North Carolina Department of Transportation, and others
- Serves as Project Manager for Capital Improvement Projects for facilities and passenger amenities
- In conjunction with the Executive Director, prepares Request for Proposals (RFP's) and solicitations for contracts, audits, or other on-going contracts
- Manages Public Transit Agency Safety Plan (PTASP) and oversees day to day safety functions in accordance with Federal guidelines
- Reports on operating conditions and problems and to recommend or implement appropriate solutions
- Ensures that Authority rolling stock and facilities are maintained to FTA state of good repair requirement
- Delivers presentations and Authority updates at regular board meetings and community events, as needed (required)
- Analyzes and assesses programs, policies and operational needs and makes appropriate adjustments

- Identifies and responds to sensitive community and organizational issues, questions, concerns and needs
- Works with vendors and management contractor to ensure sufficient goods and services are available to maintain fleet to adopted standards
- Analyzes data from AssetWorks, GFI, CTS, AVL and other sources to ensure efficient operation of Authority programs. Produces detailed reports and data compilation, as needed
- Interprets and applies Federal, State, and local policies, laws, and regulations
- Establishes and maintains effective working relationships with those contacted in the course of work
- Serves as a transit ambassador to community members.
- Oversees Authority drug testing program for direct and contract employees and ensures FTA and NCDOT compliance
- Oversees and manages public relations efforts on behalf of the Authority
- Other duties as assigned

**QUALIFICATIONS:**

- Bachelor’s degree in planning, engineering, transportation, management, public administration, political science, or related field from an accredited institution. Master’s degree in Public Administration or Business Administration preferred.
- Four- seven years verifiable employment as a senior administrator in public transportation providing urban fixed route and/or paratransit services
- Must possess valid North Carolina Driver License
- Pre-employment background check and drug screen required

**SKILLS REQUIRED:**

- Transit planning and grants administration experience required. Must possess basic accounting/budgeting knowledge. Advanced computer skills, with a proficient knowledge of Microsoft Office Suite. Experience working with scheduling software, fare management software, asset management software, dispatching software, and other transit ITS systems strongly preferred.

**PHYSICAL REQUIREMENTS:**

- Typically requires talking, hearing, seeing, and repetitive motions including keyboard entries
- Sedentary to light work: Exerting up to 10-20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects
- May be subject to infrequent overnight travel

**STATUS:** FSLA Exempt

**HIRING RANGE:** \$90,000 - \$105,000 Annually (DOE)