

North Oakland Transportation Authority
Director Position Description

Salary/Hourly Range: Commensurate with Experience

Reports to: NOTA Board

Schedule: 12 month work year

Position Summary:

Day to day coordination of the staff and management of fiscal and organizational responsibilities in the delivery of transportation services for the North Oakland Transportation Authority (NOTA). NOTA is a transit service for senior citizens, physically and developmentally disabled and welfare to work residents of Addison, Orion and Oxford Townships.

Position Requirements:

Bachelor's Degree, experience may be used in lieu of degree

Excellent communication skills

Experiences working with Federal, state and other grant/funding sources

Experience in transportation industry preferred

Strong fiscal/program management background

Personnel supervision experience

Experience in writing and preparing grant proposals, reports and other communication

Experience working with a variety of public and private organizations and governmental units

Good, general knowledge of the service delivery area

Good computer skills and knowledge of Word and Excel programs

Abilities to manage, supervise and create organizational structure

Position Description:

Management of the transportation services of NOTA. Coordinate functions on a day to day basis. Oversee drivers, dispatch. Ensure program compliance and assure customer satisfaction. Supervise the execution and the reporting for each contract/grant funding source. Work with local government entities, community-based organizations and other agencies as appropriate to develop and expand the transportation system under the direction of the NOTA Board. Document different funding streams, including cash and in-kind amounts from various entities and sources. Provide grant administration services and other transportation-related duties as directed by the NOTA Board. Locate and initiate alternate funding opportunities. Coordinate and oversee contracted service providers. Establish working relationships and partnerships with other organizations. Establish and coordinate relationships with service providers/vendors. Develop and implement appropriate training programs for staff. Ensure information flow to appropriate individuals/entities. Responsible for hiring and firing of staff. Develops policies and procedures. Ensures appropriate documentation is developed/secured in all levels of the organization and that all required reporting is completed in a timely manner. Engage in long-term planning activities. Other duties as required to ensure the successful operation of NOTA.

Qualified applicants should submit a cover letter addressing qualifications, detailed resume and a minimum of three professional references with contact information to:

NOTA, P.O. Box 96, Oxford, MI 48371