



NOW HIRING
TRANSPORTATION MANAGER
JANUARY 5, 2024

The Hub...on Smith is now accepting applications for the position of Transportation Manager to provide leadership and oversight to a growing public transportation program in beautiful Sheridan Wyoming.

We are looking for a dynamic and experienced professional willing to learn the workings of an established program while evaluating the need to develop new strategies to meet the changing needs of the people we serve. If you have a passion for leading a team of committed people working to make Sheridan a wonderful place for people of all ages to live, please consider applying for this rewarding position.

This is a full-time exempt position with benefits and a starting salary of \$60,000, DOE.

Attached you will find a complete job description. Applications are available at the front desk at The Hub... on Smith or our website www.thehubsheridan.org. Please submit your application - including three work-related references, resume and cover letter to the attention of Director of Operations, Ryan Landis, The Hub... on Smith, 211 Smith Street, Sheridan, WY 82801 or email rlandis@thehubsheridan.org. Applications will be accepted until the position is filled.

The Hub... on Smith is an equal opportunity provider, an equal employment opportunity and "At Will" employer. Candidates will be notified by phone if an interview is desired. Thank you for your interest in this position.

Warm Regards,
Sheree Childers-Cossel
Director of Human Resources

SENIOR CITIZENS COUNCIL
GOOSE CREEK TRANSIT

JOB DESCRIPTION

POSITION: Transportation Manager
LOCATION: 2114 Eastside 2nd Street
Sheridan, WY 82801
REPORTS TO: Director of Operations

Essential Job Functions Include:

- **Oversight and Leadership of Goose Creek Transit Program**
- **Leadership and Community Relations:**
 - Establishes and maintains positive working relationships with WYDOT
 - Works closely with local government and businesses to assure public transit is safe, effective, and efficient in operations.
 - Communicates, provides information, and seeks public input.
- **Budgeting, Reporting, and Compliance:**
 - Complete required reports and submit them by deadlines.
 - Participate in the development and management of annual budget.
 - Participate in grant writing and other revenue-producing activities.
 - Maintain necessary paperwork as required by grants and contracts.
 - Adheres to policies and procedures (i.e. Employee Handbook, Program Policies and Procedures, and local, state, and federal laws).
- **Human Resource Management and Employee Support:**
 - In collaboration with Human Resources, oversees human resource activities, including hiring, scheduling, training, performance evaluation, and providing constructive feedback to employees.
 - Provide support and direction to employees as needed.
- **Fleet, Facility, and Equipment Oversight and Maintenance:**
 - Manage the organization's fleet of vehicles, ensuring proper maintenance and adherence to safety standards.
 - Establish and maintain a comprehensive vehicle maintenance system, ensuring timely inspections and repairs.
 - Oversee building maintenance of the transit facility.
- **Safety and Customer Service:**
 - Prioritize safety and customer service in the provision of transportation services.
 - Immediately report concerns of health and safety regarding individuals or the program to the supervisor.
- **Special Events Coordination:**
 - Work with staff to coordinate transportation for special events/day trips.

- **Accident Procedures and Traffic Citations:**
 - Strictly follow the organization's procedures in case of an accident.
 - Report traffic citations to the supervisor immediately.
- **Additional Duties:**
 - Willingness to serve on Wyoming Transportation Board
 - Perform other duties as assigned.

Physical Demands:

- Occasionally drive a minibus.
- Drive in inclement weather.
- Communicate and exchange information with others.
- Stoop and bend on a regular basis.
- Perform computer work for extended periods.
- Lifting required.

Special Knowledge, Skills, and Abilities:

- Strong skills in human resources and financial management.
- Ability to address and mediate conflicts with others.
- Advanced computer skills (Experience with Paraplan, Swiftly, BlackCat, and Microsoft Excel preferred).
- Good time management and organizational skills.
- Strong receptive and expressive communication skills.

Special Knowledge, Skills, and Abilities (cont.):

- Ability to handle more than one task at a time.
- Strong skills in customer service.
- Safe driving record.
- Completion of Transportation Safety Institute (TSI) and Safety, First Aid and CPR, and Drug and Alcohol Training.
- Completion of Trainer Certification and ability to conduct group training.
- Ability to effectively communicate, both orally and in writing.
- Ability to pass drug and alcohol screening.

Minimum Qualifications:

- A Bachelor's Degree is desirable; however, sufficient experience with grant projects and a command of the aforementioned skills and abilities will be considered.
- Experience working with a transit system, the public, older adults, or people with disabilities preferred.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Senior Citizens Council is an equal employment opportunity employer.