



**DIRECTOR OF SPECIAL TRANSPORTATION SERVICES**  
**\$7,400.00 – \$10,977.00 PER MONTH**

**Apply Immediately - Recruitment may be closed at any time without notice.**

**THE JOB:** Ride OMNITRANS to a satisfying career that lets you make a difference in the San Bernardino Valley. Omnitrans, provider of public mass transit for the San Bernardino Valley in Southern California is seeking a highly skilled professional to join our award winning team. Omnitrans is a great place to work; we are located close to the mountains, the desert, and beaches of Southern California and offer a vast array of recreation, quality schools and affordable housing. This individual will be an experienced leader that will direct and coordinate contracted transportation services contracts. This includes developing, implementing and monitoring policies and procedures to ensure vendor contract compliance with Agency requirements by performing, but not limited to the following duties:

- Develops and administers competitively awarded contracts for transportation services. Reviews and approves contract transportation service invoices. Monitors and verifies required contractor reporting, ensuring compliance with all Agency, local, state and federal requirements. Reviews the accuracy of operations data; revenue hours, ridership, etc.
- Develops and monitors fixed route, paratransit service, and specialized transportation performance indicators. Evaluates performance through data collection, analysis, and preparation of reports. Makes recommendations for schedule adjustments, and coordinates the implementation of service modifications with the Agency's Planning Department.
- Directs departmental staff to address vehicle issues, service planning, contract administration, and data collection and monitoring.
- Develops departmental level budget for Contract Operations group, including all subgroup spending allocations. Manages monthly budget-to-actual comparisons to ensure on-going budgetary compliance.
- Prepares monthly reports summarizing contract operator performance or as needed. Works with other departments to develop long and mid-range planning documents, annual reporting including National Transit Database (NTD) reporting.
- Develops scopes of work for requests for proposals for contract transportation services, participates in the development of scopes of work for support services as needed. Participates in competitive procurements for contract transportation and support services.
- Directs the Agency's ADA Certification process and ensures compliance with all local, state and federal regulations. Provides guidance to Agency personnel on ADA regulatory compliance issues and makes recommendations on policy changes to ensure ongoing compliance with federal and state requirements.
- Provides direction and oversight of the Agency's Travel Training program including grant oversight, reporting to SANBAG, regulatory compliance and community outreach. Provides direction for the Agency's Medi-Cal Reimbursement program, including budgetary oversight and regulatory compliance with all local, state and federal requirements.
- In conjunction with maintenance and human resources, audits contractor/specialized transportation to ensure adherence to state and federal license/certificate and drug policy guidelines.

**THE REQUIREMENTS:** The Candidate selected will possess any combination of education and experience equivalent to a bachelor's degree (B.A./B.S.) from a four-year college or university and five years of increasingly responsible professional experience in transit operations, demand-responsive paratransit operations, fixed route operations, transportation management, or contract administration. The selected Professional will possess the knowledge of Demand-responsive and fixed route transit operations and applicable state and federal regulations; implementation of contract services; principles of contract monitoring and administration; principles of service procurement using competitive bidding; transit operations and state and federal transit regulations and reporting; the Americans Disabilities Act (ADA), local, State and Federal requirements for ADA complementary service; special transit needs for persons with disabilities and senior citizens; and National Transit Database reporting. This individual will also have the ability to negotiate and administer service contracts with private vendors; compile and analyze complex data and determine appropriate course of action; work independently, establish priorities, and take lead on assigned projects; research and analyze operational problems and develop sound solutions; communicate effectively with general public, special interest groups, and transit service providers; prepare written reports and make presentations to senior management and decision makers regarding specialized transportation and operational performance; communicate effectively, both written and orally; interpret and resolve contractual issues; and manage multiple projects. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is regularly required to sit and talk or hear; occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

**THE SELECTION PROCESS:** Candidates will be screened for relevant qualifying experience that consists of an evaluation of education and experience as described on the fully completed application. The **most competitively qualified candidates** will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug test and a criminal background investigation, which will include Life Scan fingerprinting. For further information about this exciting career opportunity, please visit our website at [www.omnitrans.org](http://www.omnitrans.org). We are unable to accept resumes in lieu of a fully completed application but one may be attached. Applications can be obtained at Omnitrans, 1700 W. 5<sup>th</sup> St., San Bernardino, CA. **EEO/AA including Protected Veterans and Individuals with Disabilities.**