City of Las Vegas
Career Opportunity

Applications are being accepted for a full-time **Transit Manager** for the City of Las Vegas Community Services Department.

Entry Level: $16.53

Nature of Job: The purpose of this job is to manage all phases of the operations and services of the municipality's multi-modal transportation facility. This is a highly responsible professional position under the direct supervision of the Community Facilities & Services Department Director or designee. Work is performed in accordance with accepted professional standards. Work requires application of a multifaceted body of knowledge, which requires considerable education and experience independent judgment is exercised in carrying out of duties. Work requires extensive public contact and interaction with service providers and the general public. Plans and directs the operations of the municipal transit system. Manages and supervises programs, the facility and staff, functions include problem-solving, decision-making, and interaction with local governments, police agencies, business organizations, state agencies, businesses and individuals. Develops, recommends and implements programs/initiatives pertaining to the expansion of public transit services, solicits or develops new transportation related service providers. Manages the facility for efficient and safe operations and insures compliance with the City, State and Federal regulations. Is involved in public relations to promote the transit system to the public. Supervises, scheduling and monitoring of supervisors, employees so that day to day functions of the public transit system and facility services are maintained. Generates reports which summarizes system on efficiency, cost effectiveness, community usage and other necessary data. (A detailed job description is available at the Human Resource Office.)

Qualifications: High School Diploma or equivalent. BA Degree in Administration or minimum of four (4) years experience in working with municipal, state or private organized transportation program. Minimum of two (2) years experience in management. Must possess and maintain a valid New Mexico Class Drivers License, and must be insurable by the City's insurance carrier. Knowledge of state and federal laws, rules, regulations, and guidelines regarding public transportation services. Knowledge of the day to day operating principles and practices of transit system. Knowledge of operating a public passenger vehicle. Knowledge of and understand routine vehicle maintenance skills. Knowledge of public procurement rules and regulations. Knowledge of emergency procedures for transit system vehicles and operations. Knowledge of public procurement rules and regulations. Knowledge of finance, accounting, budgeting, and cost control procedures.

Posted: General Public: May 20, 2015 thru May 27, 2015

General Public: Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:

Elmer J. Martinez, City Manager

Human Resource Manager