City of Inglewood

Job Description Class Code: 675

HUMAN SERVICES TRANSPORTATION MANAGER

DEFINITION

Under general direction, manages staff engaged in the transportation of senior citizens and disabled persons.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Manages staff engaged in the transportation of senior citizens and disabled persons; schedules, delegates and monitors work assignments of assigned staff; plans, organizes, implements and oversees social service transportation; develops and creates goals, objectives and guidelines for the Transportation Division; gathers, tracks, reports and maintains transportation; trains, supervises and evaluates Transportation staff.

Manages the Transportation Division budget; attends local transit meetings and City management meetings; monitors transportation routes; trains and reviews vehicle safety rules and regulations with assigned staff; responds to client inquiries and complaints.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of vehicle safety rules and regulations
Knowledgeable of budget development, monitoring and auditing procedures
Skilled in delegating and monitoring work assignments of assigned staff
Skilled in gathering, tracking and reporting statistical information
Skilled in providing and following oral and written communications in English
Skill in establishing and maintaining effective working relationships
Ability to perform and train other employees on essential duties
Ability to effectively communicate verbally and in writing

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents in this job classification may be exposed to repetitive motion, vision to monitor and moving traffic.

QUALIFICATIONS

BA/BS degree in Management, Urban Planning, Public Administration or closely related field, **AND** five (5) years experience in public transportation including two (2) years at a supervisory level **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License and CPR Certificate.

2005 1