



TARTA

TOLEDO AREA REGIONAL TRANSIT AUTHORITY

Director of Transportation

ABOUT TARTA

The Toledo Area Regional Transit Authority (TARTA) exists to empower people to make connections. With more than 50 years of serving Lucas County & Rossford those who make up Team TARTA are now engaged in our most exciting journey yet. From front line employees to senior level administrators, our team is committed to transforming every part of our organization.

This transformation has produced several customer-focused improvements to the system in the last 3 years, including new destinations, new services, and new amenities. With plans for a fully zero-emission fleet in the coming years and more than \$30 million in competitive grant funds won in the last year and half years, TARTA is dedicated to building the transit system the people and businesses of northwest Ohio need and deserve.

In 2021, local voters approved to increase TARTA's local funding with a .5 percent sales tax and to expand service. Through our fixed-route, Paratransit, and on-demand TARTA Flex services, TARTA provides thousands of trips every day to and from essential destinations. We strive to support the dynamic development and culture of Northwest Ohio with innovative mobility solutions and technology. Since 1971, TARTA has ensured access to transportation to everyone, regardless of age, race, physical ability, or economic background.

THE DEPARTMENT

The Transportation department includes 130 Bus Operators and 8 Transportation Supervisors. Transportation service covers approximately 2.3M revenue miles utilizing 23 routes.

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THE POSITION

Directly reporting to the Chief Operating Officer, the Director of Transportation is responsible for oversight of all bus operations and contractors, and for direct collaboration with internal transit service planning, maintenance, and administrative functions. The incumbent will ensure that TARTA (TOLEDO AREA REGIONAL TRANSIT AUTHORITY) operations within the assigned scope of responsibility, are maintained and operated in a safe and efficient manner and that transit services are operated in compliance with the specifications and regulations of the Federal Transit Administration (FTA) and other regulatory and governing agencies.

EXAMPLES OF DUTIES

Duties may include, but are not limited to:

- Directly assists in the overseeing of TARTA's bus service operations and has direct involvement in the TARTA's operating budget development and adherence.
- Utilizes business systems to effectively collect and analyze data detailing performance. Creating reports reflecting comparison to contractual Key Performance Indicators and actuals.
- Identifies problems and makes recommendations for resolution on bus operations performance for continuous improvement.
- Contributes to successful achievement of TARTA and Departmental business and operational goals and objective. Serves as visible organizational leader in this regard, including motivating and mentoring others to succeed.
- Monitors transit mode performance and coordinates corrective actions and plans to continuously improve service delivery.
- Ensures contract compliance by auditing invoices, charges, and expenses on an on-going basis in accordance with contract terms, including applicable legal and regulatory requirements.
- Collaborates with key stakeholders to support timely and accurate reporting of performance information including National Transit Database metrics.

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- Makes recommendations and participates in the development and implementation of Agency policies, procedures, and service plans related to operations, and customer service objectives.
- Collaborates with COO to enhance, revise, or amend transit services as necessary to adapt to changes in service requirements and conditions.
- Maintains current knowledge of applicable Federal, State, and industry regulations, rules, standards and accepted best practices to assure ongoing TARTA awareness and familiarity with all regulatory issues.
- Coordinates and collaborates with other TARTA staff in the development and maintenance of safety and security programs, passenger amenity programs, and transit system marketing efforts.
- Prepares and manages operating and capital budgets and other related activity as requested by the COO.
- Responds as part of a team in-person or remotely as appropriate to system emergencies and system problems.
- Prepares for and participates in regulatory agency audits.
- Assists in the Collective Bargaining Agreements (CBA) and negotiations of third-party agreements.
- Responsible for the hiring, training, supervising, reviewing, disciplining, and terminating subordinate staff as needed and in accordance with TARTA policy.
- Conducts some research and prepares reports on transit system performance.
- Provides coverage as designed for the COO in his/her absence.
- Performs other related duties as assigned.

IDEAL CANDIDATE

TARTA is seeking a strong and dynamic leader with in-depth knowledge of bus transportation and experience with elected boards and unions. The successful candidate will be an excellent communicator who can establish relationships of trust between internal and external stakeholders, strong leadership skills; emotional intelligence; a solid ethical foundation, a strong contributor to a culture of team and respect and a vision for the future. The successful candidate will also have a strong aptitude for “learning agility” and an ability to promote a diverse and productive workforce environment, and to lead, manage, and supervise his/her team while holding them accountable will be vital for this

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position. While also being accomplished in employee engagement and professional development.

Knowledge of developing and maintaining a systemwide organizational culture focused on safe, high-quality, cost-effective service delivery and ensuring applicable assets are tracked and maintained in a state of good repair.

The successful candidate must understand continuous improvement processes to enhance service delivery and minimize delays for passengers. This position is designated as Safety-Sensitive under TARTA authority (non-DOT) and will participate in a random testing pool under those guidelines.

Ability to directly supervise staff positions as assigned and to effectively communicate in a variety of ways from transmitting information to coaching direct reports and making public presentations. The successful candidate must have the ability to listen to, and communicate with, a wide range of people across roles, backgrounds, social identities, and more. The successful candidate must share expert knowledge, perform as project lead and/or a vital member of various project teams that may be instituted.

The Director of Transportation reports to the Chief Operations Officer and is responsible for Bus Operations staff's direct and/or indirect oversight.

Working Conditions

Normal working conditions for this position are in both an office and field setting. Business travel may be required periodically between TARTA sites, governmental agencies, and other locations as required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. Extensive use of computer and keyboard and viewing of computer screen is required. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required of this job include vision, color vision, and ability to adjust focus.

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EDUCATION AND EXPERIENCE

- A combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the position's essential functions. Additional experience, as outlined below, may be substituted for required education on a two-for-one basis. A typical combination includes:
 - Bachelor's degree in business administration, public administration, or related field required.
 - Minimum of five (5) years prior directly relevant experience in a public transportation system, including transit management experience.
 - Minimum of five (5) years of management and supervisory experience.

If you feel that you do not have all the skills and experience listed above, at TARTA we are trying to build diverse, inclusive teams, therefore if you are excited to learn more, we encourage you to apply. TARTA may be able to find a role that could be a good fit.

COMPENSATION AND BENEFITS

The salary range for this position is \$110,000 to \$130,000, which will depend on the experience and qualifications of the successful candidate.

TARTA offers the following benefits:

- Medical, Vision, Prescription and Dental
- Paid time off, Paid Holidays
- Ohio Public Employees Retirement System (OPERS)
- Deferred Compensation (Optional)
- Free Bus Transportation
- Basic Life and voluntary life insurance

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APPLICATION AND SELECTION PROCESS

The first review of resumes for this position will begin after November 17, 2023.

To be considered for this tremendous opportunity **please submit:**

1. Cover letter,
2. Resume, (*clearly identifying how you meet the requirements*) and
3. Professional references (who will not be contacted in the initial stages of the recruitment)

Forward the above information to: tartacareers@tarta.com, Attn: Victoria Frye

Note: If the requested documents are not submitted as described above you will not be considered for the role.

If you would like more information about this position, please contact:

Victoria Frye, Chief Engagement Officer
VFrye Consulting
Email: Vfrye@tarta.com

Resumes will be screened in relation to the criteria outlined in this posting. Candidates deemed to have the most relevant qualifications will be invited to an interview with the consultant. The most qualified candidates will be referred to TARTA for further consideration. TARTA anticipates making an appointment to the position following final interviews and the completion of comprehensive reference and background checks.

Toledo Area Regional Transit Authority (TARTA) is an Equal Employment Opportunity (EEO) employer. TARTA does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable federal, state or local laws.

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