Asst Dir, Transportation Svcs

Job Code 50027579

General Description
Oversee the Transportation Services Office, its personnel and functions. Coordinate all transportation related issues with local, state and federal stakeholders.

Examples of Duties
Oversight of Bobcat shuttle service which involve financial and performance management of the bus contract, federal compliance reports, and applications for state and federal grant funding.
Oversee daily operations; respond to customer requests, questions or concerns.
Oversee budget development, management and reconciliation.
Oversee procurement for office, approval of requisitions and invoices.
Oversee special event transportation.
Propose and develop service schedules and routes for fall, spring and summer sessions. Plan all detours/construction activities in the service area.
Oversee Alternative Transportation for Texas State.
Serve as the University’s Bobcat Shuttle transportation representative to assigned committees, task forces and planning groups.
Attend local, state and national conferences, workshops, and meetings.

Knowledge, Skills, and Abilities
Knowledge of: efficient operation of transportation system; strategic planning; administrative outcomes; assessment of goals, objectives and strategies.

Skill in: forecasting; analyzing; using metrics system to manage the performance and productivity of the shuttle system.

Ability to: monitor data, revenue, expenses, and general reports; monitor trends and make adjustments as needed; produce schedules and vehicle assignments that maximizes the efficiency of the Bobcat shuttle; give presentations.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements