

Jefferson County Position Description

Name:	Department: Human Services Division:	
Position Title: Transportation Supervisor	Pay Grade: 11	FLSA: Non-Exempt
Date: June 2022	Reports To: ADRC Division Manager	

Purpose of Position

To manage and supervise the Transportation program for ADRC.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages the County Transportation program; holds public hearings; meets with stakeholders; and complies with Title III E and Department of Transportation requirements.
- Creates, monitors, and adjusts a Transportation plan to include projections for more ride requests for the aging population in Jefferson County as well as implementing “shared” route lines throughout the county through multi-stakeholder agreements.
- Develops necessary resources identified through planning process.
- Completes annual applications and quarterly reporting for all public grants and allocations pertinent to transportation and maintain compliance with each.
- Supervises and oversees Transportation Coordinator staff, including but not limited to hiring, coaching, discipline, performance evaluations.
- Oversees Personnel & Daily Operations of Driver/Escort Transportation Service.
- Assists clients not able to be served by Driver/Escort Transportation Service.
- Perform the recording of Driver/Escort Transportation Service Hours & Mileage and the accounting of Driver/Escort Transportation Service Copays (fares).
- Obtains client transportation authorizations from Managed Care Organizations and submits transportation claims to Managed Care Organizations
- Organizes and leads Transportation projects and events (ex. Wednesday Walks).
- Completes all required reports and correspondence for 85.21 and 5310 Grants.
- Markets and promotes the Driver/Escort Transportation Service & Transportation/Mobility Manager projects.
- Practices competent motivational interviewing techniques, if applicable.
- Supports and enhances a trauma-informed care environment.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs additional duties as assigned or as needed.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Covers or coordinates coverage for Transportation coordinator when not in the office.
- Tracks maintenance needs of the vehicles
- Works with clients to solve issues as they come up

- Educates participants about the program guidelines
- Recruits volunteer drivers
- Markets and promotes the programs to the community

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Business Administration or Marketing or similar field; and one (1) year of relevant experience, or an equivalent combination of education and experience sufficient to successfully perform essential duties.

Preferred Training and Experience Required to Perform Essential Job Functions

Experience with DOT and Federal funding for transportation

Other Requirements – Certificates/Licensures

Mobility Management Certification preferred

Knowledge, Skills, Abilities

- Excellent verbal and written communication skills.
- Proficient in accounting software and Microsoft Office Suite or related software.
- Thorough understanding of accounting and budgeting principles and practices, statistical methodology, generally accepted accounting principles, and generally accepted auditing standards.
- Thorough understanding of the principles of financial analysis and economics.
- Basic understanding of and ability to conduct cost-benefit analysis.
- Ability to skillfully perform detailed statistical analyses of budget activities.
- Ability to prepare and present clear, concise administrative and financial reports.
- Ability to work independently and complete work on schedule.
- Ability to interpret financial data contained in reports and ledgers.
- Ability to develop and maintain cooperative working relationships with various employees, vendors, stakeholders, and other interested personnel.
- Ability to create innovative solutions to complex budgetary issues
- Ability to identify risks to budget plans
- Ability to solve problems
- Creativity, organization, and attention to detail

Supervision

Supervises Transportation Coordinator and drivers and completes annual performance reviews for transportation Coordinator and drivers

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear.
- The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper.
- Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- While performing the duties of this position, the employee is not regularly exposed to adverse conditions.
- The noise level in the work environment is usually moderate.
- The person may be exposed to physically or verbally abusive people, high stress environments and if doing home visits unsanitary conditions.
- Travel may be required. Home visits may be required.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee Signature: 	Date:
Supervisor/Manager Signature: 	Date: