



JOB DESCRIPTION

POSITION: DEPUTY GENERAL MANAGER-TRANSIT OPERATIONS
DIVISION: ADMINISTRATION
REPORTS TO: GENERAL MANAGER
EXEMPT

SUMMARY: The primary duty of the Deputy General Manager is to assist the General Manager in implementing programs and policies at the operational level to improve the overall efficiencies of the Agency.

RESPONSIBILITIES:

- Oversee and monitor the performance of the agency's maintenance and transportation functions
- Ability to collaborate with internal and external stakeholders to continuously evaluate operational needs
- Assist the General Manager and Board of Directors in developing service plans, goals and objectives to formulate strategic plans and annual operating budgets
- Oversees the operation of service and periodically provides updated forecasts and recommended adjustments for Board review to ensure high quality, cost-effective, and efficient services and to remain compliant with federal and state regulations
- Take primary responsibility for contract compliance monitoring within the operations division
- Assist in coordinating GPTC grant, planning, and budget, strategies with state and local governmental agencies: (NIRPC, INDOT, FTA and City Planning Department, etc.)
- Work with the Planning Department to study new service development opportunities throughout Northwest Indiana
- Participate in union contract negotiations
- Develops and coordinates planning, training and safety programs
- Responsible monitoring staffing levels and cost-reduction in various operations departments
- Prepare special reports for General Manager, Board of Directors and State and Federal agencies
- Assist Procurement Director in preparing Request for Proposals (RFP), Request for Quotes (RFQ) and specifications for products and services
- Act as General Manager when required
- Perform other duties as assigned by the General Manager or Board of Directors

Gary Public Transportation Corporation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.

MINIMUM QUALIFICATIONS

- Bachelor of Science Degree in Business or Public Administration
- Minimum of five years' experience in a managerial role in a transportation industry
- A combination of education and experience may be considered in lieu of the above requirements

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