



JOB DESCRIPTION

POSITION: GENERAL MANAGER
DEPARTMENT: ADMINISTRATION
REPORTS TO: BOARD of DIRECTORS
POSITION CLASSIFICATION: EXEMPT X NON-EXEMPT

SUMMARY: The primary duty of the General Manager is to serve as the administrator of Gary Public Transportation Corporation, including the development of staff, procedures, and organization for the implementation of policies and programs approved by the Board of Directors; and the execution of city, state, and federal requirements relating to public bus transit.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Delivers overall performance and results for the GPTC
- Responsible for implementing both financial and service strategies that will grow the agency and create improved service delivery for the region.
- Responsible for the development of service plans, goals and objectives so as to formulate strategic plans and annual operating budgets.
- Oversees GPTC's daily operation and provides updated forecasts and recommended adjustments for 'Board' review to ensure high quality, cost-effective, and efficient services to remain compliant with federal and state regulations.
- Acts as agency's lead negotiator in union contract negotiations and makes final labor agreement recommendations to the Board of Directors.
- Collaborates with company leaders to understand overall business goals and creates a plan to implement the objectives.
- Organize and direct the preparation of applications for federal and state grants
- Take primary responsibility for contract compliance monitoring.
- Responsible for the development of an annual operating budget and directs the preparation of the annual external audit with the agency's department heads
- Directs the coordination of planning strategies, training programs and implementation and system safety initiatives
- Ensures agency compliance of American Disability Act (ADA), Equal Employment Opportunity (EEOC), and Disadvantage Business Enterprise (DBE).
- Meets regularly with directors to review service quality and performance.

- Acts as agency lobbyist with local, state, and federal agencies and politicians to secure funding sources and support for agency initiatives.
- Prepares special reports for Board of Directors, State and Federal agencies.
- Directs the coordination of GPTC grant, planning, and budget, strategies with state and local governmental agencies: (NIRPC, INDOT, FTA and City, Planning Department, etc.).
- Performs other duties and assumes additional responsibilities as may be determined appropriate by the Board of Directors or as may be required by law for the ongoing function of the Gary Public Transportation Corporation.
- Coordinate with the Controller the responsibility of managing the agency's revenue assigned to corporate bank accounts, bond issuance, and grant disbursements.
- Chart and develop strategies that improve overall coordination and functionality of the agency.

MINIUMUM QUALIFICATIONS:

- Master's Degree in Business or Public Administration with 5 years' management experience in mass transit; or
- Bachelor of Science/Arts Degree with a minimum of seven (7) years of management experience in mass transit; or
- Ten years of executive level management experience with a heavy focus on finance or transit