



Job Title	Deputy General Manager of Operations
FLSA	Full-time, Exempt (Non-union)
Closing Date	Until Filled
Salary	\$85,000
Reports To	General Manager

Job Purpose

The primary duty of the Deputy General Manager of Operation is to assist the General Manager in implementing programs and policies to improve management of the Company; to maintain, increase and improve the level of service within predetermined guidelines and parameters.

Duties and Responsibilities

- Oversee and monitor the performance of the Agency's maintenance and transportation functions; and institutes necessary programs and actions to improve the efficiency and the quality of work being performed.
- Promotes, develops, evaluates, and disciplines staff; and directs and coordinates their work.
- Assist the General Manager and the Board of Directors in developing service plans, goals and objectives so as to formulate strategic plans and annual operating budgets.
- Oversee the operation of service and periodically provides updated forecasts and recommend adjustments for Board review to ensure high quality, cost-effective, and efficient services to remain compliant with federal and state regulations concerning the operation function.
- Actively involved in union contract negotiations and makes final recommendations to the General Manager and Board.
- Coordination of applications for federal and state grant preparation.
- Manages the daily activities of the maintenance and transportation departments
- Oversees and assist in preparation of Request for Proposals (RFP), Request for Quotes (RFQ) and specifications for products and services.
- Take primary responsibility for contract compliance monitoring within the operations division.
- Insure proper, training and safety programs are in place.
- Prepares special reports for General Manger, Board of Directors, State of Indiana and Federal agencies 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.) pertaining to the operation department
- May perform the duties of the General Manager in event of absence.

- Performs other duties and assumes additional responsibilities as may be determined appropriate by the General Manager, or as may be required by law for the ongoing function of the Gary Public Transportation Corporation.
- Chart and develop strategies that improve overall coordination of the Operation's Departments.
- Work with the Planning Department to study new service develop opportunities throughout Northwest Indiana.

Knowledge, Skills and Abilities

- Proven performance in progressive strategic thinking, bring diverse groups and interests together and building consensus.
- Ability to handle details, meet deadlines, and work independently, as well as organizational and management skills to effectively and efficiently direct and evaluate the work of others.
- Knowledge, understanding, and dedication to the establishment and use of basic business ethics and moral standards in the workplace; including confidentiality, equality, respect, honesty, and integrity.

Qualifications

- A high school diploma or equivalent (GED)
- 1-3 years' experience consistent with required qualifications as determined in the job analysis
- Ability to read and make arithmetic computations
- Ability to follow directions and policies established by the Company
- Ability to analyze technical data in supplier proposals
- Ability to perform financial analysis and forecasting
- Experience and/or training in purchasing activities
- Must be computer literate and have intermediate level of MS Office (Excel, Word, PowerPoint, Outlook) experience, PDF and email
- Good communication (Must be able to read/write/speak English fluently)
- Minimum of five years' experience in an executive management position within transportation administration or related field
- Preferred Bachelor of Science Degree in Business or Public Administration, Transportation Management or related field (Master's Degree Preferred). An equivalent combination of experience and education may be substituted.

GPTC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Reasonable accommodations will be made for applicants at their request.