



Lane Transit District

JOB DESCRIPTION

Job Title	<u>Senior Director of Transit Operations and Public Safety</u>		
Supervisor's Title	<u>Deputy CEO</u>		
Division/Dept.	<u>Transit Operations</u>	Grade	<u>21</u>
Date Prepared	<u></u>	Date Revised	<u>01/13/2026</u>
FLSA Status	<u>Exempt</u>	Type of Position	<u>Full-time</u>

General Summary

Under general direction, individuals assigned to this position are responsible for efficient daily transit operations, including operators, buses and dispatch functions, through the supervision of administrators, field and system supervisors, administrative and clerical assistants, and bus operators. Responsibilities include long-range planning and goal setting within the department, implementation of department strategies, recommending and implementing District policy and related duties that may be assigned. This position is also responsible for the management of Public Safety, operations training, administration of the labor agreement and employee relations. This position also oversees bargaining responsibilities over the three bargaining groups and this labor management may include other bargaining groups at the District.

Essential Duties & Responsibilities

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Develop departmental budget.
- Manage departmental expenditures and ensure compliance with budgetary definitions.
- Develop departmental goals.
- Administer District policies and procedures, especially with regard to those policies and procedures having a direct association with the department's functions.
- Serve as external liaison with other agencies
- Establish mission-related priorities.
- Ensure continuous attention to workplace safety.
- Ensure cost-effectiveness in departmental operations.
- Recommend hiring, promotion and salary adjustments of departmental staff.
- Direct the continuous training and education of departmental staff.
- Provide departmental leadership and coaching for staff.

- Plan or implement energy saving changes to transportation services, such as reducing routes, optimizing capacities, employing alternate modes of transportation, or minimizing idling.
- Monitor operations to ensure that staff members comply with administrative policies and procedures, safety rules, union contracts, environmental policies, and government regulations.
- Promote effective employee relations.
- Participate as a member of the senior management team, contributing to policy-level discussions, and serve on designated management teams.
- Oversight of the Operations and Public Safety divisions.
- Plan, supervise and evaluate department activities to ensure cost effective and reliable system implementation; recommend and implement District policy; and monitor operating statistics.
- Oversee selection, training, discipline and evaluation of department personnel; provide counseling and advice on personnel issues; conduct annual staff evaluations.
- Participate and lead complex investigations and disciplinary related issues.
- Develop and present department budget; monitor expenditures and operating costs throughout the year.
- Represent department in various forums, including the senior management team, and other interdepartmental meetings.
- Monitor progress and status of key projects assigned to administrative staff and those with operational impact.
- Identify growth and improvement opportunities through training, networking, attendance at conferences and workshops and review of industry publications.
- Represent environmental management in his/her respected work group.
- Remain informed, educated and trained on job specific work instructions.
- Develop work plan and management practices that are consistent with the District's mission, vision and Strategic business plan.
- Develop and maintain a culture of safety.
- Develop and manage the District's all-hazards emergency response plans.
- Develop and maintain culture of teamwork and fairness.
- Assume Chief Operations Officer responsibilities as needed.

Competencies for Successful Performance of Job Duties

Knowledge of:

- Transportation
- Administration and Management
- Customer Satisfaction and Personal Service
- Public Safety and Security
- Personnel and Human Resources
- Clerical
- Computers and Electronics
- Law and Government
- Economics and Accounting

Skills:

- Critical Thinking
- Complex Problem Solving
- Negotiation
- Persuasion
- Management of Personnel Resources
- Learning Strategies
- Social Perceptiveness
- Coordination
- Monitoring
- Active Listening

- Active Learning
- Systems Evaluation
- Time Management

Ability to:

- Oral Comprehension
- Oral Expression
- Written Comprehension
- Written Expression
- Problem Sensitivity
- Originality
- Deductive Reasoning
- Inductive Reasoning Category Flexibility
- Fluency of Ideas

Supervisory Responsibilities

- This position is responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports and may cover multiple departments.

Fiscal Responsibility

- This position develops, manages, and reconciles department budget, contributes to long term investment planning as well as adheres to procurement policies, procedures, and contract compliance.
- This position has significant impact on expense, budgetary, or other financial outcomes for the organization. Examples:
 - Implementing operational/procedural strategies leading to productivity changes.
 - Responsible for, or influential of, policy changes and/or CBA negotiations.
 - Responsible for the prudent use of organization assets, including material, equipment, or labor.

Travel

- Travel within the metropolitan area is required.
- Occasional travel outside of the region may be required.
- May require exclusive use of a District vehicle

Minimum Qualifications

Required Education and Experience

Any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the job. Education and course work can substitute for years of experience. Typical qualifications would be:

Experience

- A Bachelor's degree from a recognized college or university in planning, business administration or public administration.

- A minimum of five (5) years of experience in transit operations, with possible substitution of three years of transit planning for three years of transit operations.
- A minimum of three (3) years of experience in supervision and budget development.
- A valid Oregon driver's license and a driving record acceptable to the District's insurance carrier, or ability to attain within 30 days of employment.

Preferred:

- Bilingual

Position Type and Expected Hours of Work

- Will sometimes be required to work and/or attend meetings or events in public and at all LTD locations.
- Monday through Friday 8am until 5pm
- Occasional abnormal hours are expected and required for specific events and to reach all employees.

Travel

- Travel within the metropolitan area is required.
- Occasional travel outside of the region may be required.
- May require exclusive use of a District vehicle.

Working Conditions & Physical Demands

- May work in a normal office environment and/or remote office as approved.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Human Collaboration & Job Impact

- Communications and discussions result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. The impact the job has on LTD is significant in terms of time, money, or public/employee relations.

EEO Statement

- LTD is an equal opportunity employer.

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I UNDERSTAND AND ACKNOWLEDGE THE FOLLOWING:

- I HAVE RECEIVED A COPY AND UNDERSTAND THE CONTENTS OF THIS JOB DESCRIPTION.
- I AM WILLING AND ABLE TO MEET ALL JOB REQUIREMENTS AND PERFORM ALL ASPECTS OF THE JOB AS DISCUSSED IN EACH SECTION ABOVE.
- I HAVE HAD AN OPPORTUNITY TO HAVE ANY QUESTIONS ANSWERED AND I UNDERSTAND THAT IF I HAVE ANY FUTURE QUESTIONS REGARDING MY JOB DUTIES, POSITION REQUIREMENTS, OR THE CONTENT OF THIS JOB DESCRIPTION, I CAN MAKE AN APPOINTMENT TO DISCUSS QUESTIONS WITH MY SUPERVISOR, MANAGER, OR A REPRESENTATIVE FROM THE HUMAN RESOURCES DEPARTMENT.
- THIS JOB DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES, OR QUALIFICATIONS ASSOCIATED WITH THE JOB.
- TEMPORARY MODIFICATIONS TO PROVIDE REASONABLE ACCOMMODATIONS DO NOT WAIVE ANY ESSENTIAL FUNCTIONS OF THE JOB REQUIREMENTS.
- JOB DUTIES AND REQUIREMENTS MAY BE UPDATED AT ANY TIME.
- THIS JOB DESCRIPTION IS NOT A CONTRACT OF CONTINUED EMPLOYMENT.

EMPLOYEE NAME (PRINT) _____ EE # _____

EMPLOYEE SIGNATURE _____ DATE _____

MANAGEMENT AND HUMAN RESOURCES ACKNOWLEDGEMENT

I HAVE REVIEWED ALL ASPECTS OF THIS JOB DESCRIPTION WITH THE ABOVE NAMED EMPLOYEE.

HIRING MANAGER (PRINT) _____

HIRING MANAGER SIGNATURE _____ DATE _____

I CONFIRM THAT THIS EMPLOYEE HAS RECEIVED THE MOST RECENT VERSION OF THIS JOB DESCRIPTION AS OF TODAY'S DATE.

HR STAFF (PRINT) _____ DATE _____

HR STAFF SIGNATURE _____ DATE _____