

# **Community Transit of Watertown/Sisseton, Inc.**

## **Executive Director/Co-Executive Director**

### **Watertown/Sisseton, SD**

#### **Equal Employment Opportunity Employer**

**Department:** Community Transit of Watertown/Sisseton, Inc.  
**Reports To:** Board of Directors  
**FLSA Status:** Exempt

#### **General Statement of Duties**

Under the direction of the Board of Directors, is responsible for performing administrative and managerial work associated with organizing, directing, coordinating activities and objectives of Community Transit of Watertown/Sisseton, Inc.

#### **Typical Duties and Responsibilities**

This position is responsible for coordinating all activities.

##### Essential Duties:

1. Supervise all personnel, includes hiring and firing and conducting performance appraisals.
2. Prepare payroll, which includes all reports and filings as required by law for accountant.
3. Assist in training of employees including DOT training to ensure the safety of all passengers.
4. Recruit advertisers for sponsorship on buses, prepare grant applications and find all necessary funding sources.
5. Reconcile bank accounts and pay all accounts payable, including insurance on all vehicles, office equipment, employee's benefits and Medicaid for reimbursement of cost of riders.
6. Prepare and present budgets and reports to DOT and other entities for funding needs.
7. Secure bides and coordinate repairs as necessary for vehicles and equipment.
8. Perform public relations duties including press releases, speaking with the press, communicate with government board(s).
9. Attend all meetings as deemed necessary by law and request of Board.
10. Prepare agenda, reports and all other necessary information for Board and other required meetings.
11. Prepare and recommend policy to Board and communicate changes to employees.
12. Be available on an "on call" basis to respond to calls from personnel.
13. Demonstrate ability to drive all transit vehicles, CDL required.
14. Physical stamina to lift, carry, pull, push, stoop and/or otherwise move when transporting individuals and other equipment. Ability to lift 25 pounds.
15. Communicate via telephone to assist the public with transportation needs.
16. Attend trainings and arrange drug testing.
17. Responsible for determining which federal programs to bill for riders to ensure maximum amount is used each month.

18. Maintain files of records that include confidential personnel files, accident reports and drug testing results.
19. Must be flexible and able to handle multiple projects.
20. Computer knowledge of Word processing, Excel, GPS software.
21. Maintains safety of all passengers using correct loading and unloading procedures with complying with organization policies and procedures and highway regulations.
22. Be a positive role model to fellow employees and to the community.
23. Grant writing, must know or learn procedure.
24. Other duties requested by The Board of Directors.

### **Minimum Qualifications**

1. High School Diploma or G.E.D. Certification.
2. Ability to demonstrate organizational skills.

### **Physical Demands**

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

1. While performing the duties of this job, the employee is regularly required to communicate.
2. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
3. The employee must occasionally lift and/or move up to 25 pounds.

### **Work Environment**

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

1. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
2. The noise level in the work environment is usually moderate.

### **Examination, Testing, and Certification**

1. Valid South Dakota Driver's License, with CDL.
2. Successful competition in written and/or oral interviews.
3. Must obtain a CDL within 90 days.

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**Date Approved**