

## POSITION OPENING-TRANSIT DIRECTOR

### CLARE COUNTY TRANSIT CORPORATION - CLARE COUNTY, MICHIGAN

Applications are being accepted for the position of Clare County Transit Director. Those interested please submit letter of interest and your resume' by September 13, 2024.

The Director, sometimes referred to as the Transportation Manager, is responsible for/to:

- General management of the mission and transportation services provided to all Clare County Residents.
- Maintain full compliance with all State/Federal Transit Administration regulations.
- Guide and Direct Administrative and Supervisory staff.
- Cultivate and maintain a strong working relationship with the Transit Board of Directors, reporting monthly on Financial Position, Potential Liabilities, and Performance Metrics.
- Prepare and manage annual Operations Budget.
- Explore, prepare and submit grant requests for rolling bus stock and other capital assets.
- Submit Annual Grant Application for both Operations and Capital Funding to the Transit Board and M.D.O.T. for approval.
- Submit quarterly, annual, reconciled, milestone and charter reports to M.D.O.T.
- Reconcile annual audit with annual performance reports.
- Promote Transit services through public speaking engagements and public media advertising.
- Perform duties as a voting member of the M.D.O.T. Rural Task Force.
- Maintain a good faith collaborative with all other County Departments and local service and resource groups.
- Cultivate local transportation service agreements.

Duties listed above, being critical, are not all inclusive. For a more detailed description of duties, potential applicants may contact us through the address below or by email at: [Clark@mptaonline.org](mailto:Clark@mptaonline.org).

Clare County Transit Corporation is an EOE.

The successful candidate will demonstrate a strong sense of community and people skills; future vision with a sense of urgency and understanding of the social importance of responsive local transportation, analytical thought and financial – budgetary ability.

Posting Date: August 13, 2024

Effective Date: Official date is February 6, 2025 - Training to commence prior.

Salary & Benefits: \$75,000 Beginning; MERS Retirement; Full Medical

**Interested applicants should provide initial Letters of Interest and Resume' to:  
Michigan Public Transit Association – Attn: Clark Harder  
1401 East Lansing Drive, Suite 108  
East Lansing, MI 48823**