

Manager of Transit Planning and Compliance

South Central Transit Authority (SCTA) is seeking a Manager of Transit Planning and Compliance for its multiple facility operations. This position will be responsible for the planning and compliance for the operating and capital grant requirements for Berks and Lancaster Counties.

Position duties include:

- Leads the development of monthly, quarterly and annual reporting of operating data. This includes analyzing ridership trends, on-time performance, and other metrics and making recommendations for service improvements.
- Leads the annual service change preparation, including forecasting hours, miles, and ridership for all modes based on past performance and future plans. This includes coordinating the development of the Transit Development Plan (TDP) Update.
- Assists in the review of site development proposals for transit impacts and request for new or improved transit amenities; i.e. bus shelters, benches.
- Updates and maintains federal and state compliance for Title VI, EEO, ADA, and DBE Programs.
- Responsible for collecting and reporting operating data for the annual National Transit Data Report (NTD) in coordination with the Finance Department.
- Responsible for assisting in annual review of Transit Asset Management Plan (TAM) and goal setting, all capital planning activities, and third party contracting as needed. This includes meeting all federal and state requirements.
- Responsible for collection and analyzing safety related data for updating and annual goal setting for Safety Plan in accordance with federal regulations.
- This position is responsible for assisting in the development of the annual transit improvement program and coordination with the MPO's in Lancaster and Reading.
- This position is responsible for assisting in updating and maintaining the Bureau of Public Transportation's Capital Planning Tool under the Authority's database by recording in detail all fixed asset acquisitions. Transmit asset disposal requests to the Bureau as required.
- This position is responsible for assisting in updating and maintaining the insurance carrier's online Risk Management Information System by adding newly purchased vehicles and by deleting disposed vehicles.
- This position is responsible for assisting in quarterly invoicing the Counties of Berks and Lancaster for the Unified Planning Work Program.
- This position requires coordination with other departments for all facility and equipment needs, including fuel bids and tire leases.
- This position requires coordination with the Finance Department to ensure accurate financial reporting and contract payments.

- This position is responsible for representing the Authority at meetings, functions and serve as a liaison to the Operations department with some community outreach.

Requirements of the position:

- Degree in planning or related field with one to five years progressively responsible experience in transit planning or related community development planning and related duties.
- Ability to understand forecasting and estimation.
- Coordinate multiple, large and small projects simultaneously to timely completion under tight timelines and budgets
- Develop and maintain complex program/project files, records, and databases
- Carry out technical tasks and ensure accurate documents (strong technical abilities and attention to detail)
- Review and understand planning and environmental documents, engineering plans, specifications and technical reports.
- Communicate clearly, properly, and effectively to various and diverse audiences both orally and in writing, including state and federal agencies.
- Establish and maintain cooperative working relationships at all levels, both internally and externally.
- Make informed, collaborative, and appropriate decisions on behalf of the department and agency, while creatively positioning the agency in new and innovative partnerships.
- Work toward agency goals and objectives at all times, mostly independently with minimal supervision, but making sure to be inclusive to foster and cultivate a teamwork atmosphere.
- Must have working knowledge of computer programs such as Microsoft Office Suite.

Please forward your resume and salary requirements to Director of Administration & HR, 1700 N. 11th St., Reading, PA 19604 or email lhopko@sctapa.com.

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