

Intercity Transit
JOB TITLE: Development Director

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| BAND <p style="text-align: center;">E</p> | GRADE <p style="text-align: center;">8</p> | SUBGRADE <p style="text-align: center;">1</p> |
| DEPARTMENT: Development | DIVISION: Development | FLSA STATUS: Exempt |
| SUPERVISION RECEIVED FROM: General Manager | SUPERVISION EXERCISED OVER: Marketing Communications & Outreach Manager Planning Manager Procurement Manager Grants Administrator | PAY GRADE: E81 |
| SUMMARY: Plans, organizes and directs long range and service planning; marketing, communications and community outreach efforts; grants; procurement; vehicle and facilities inventory; and the development and management of major agency projects. | | |
| DISTINGUISHING CHARACTERISTICS: As a Department Head, is held responsible and accountable for providing strategic planning, direction, goals and objectives in developing departmental policy, budgets, operation and staffing. The Development Director reports directly to the General Manager and serves as a member of the Senior Management Team. As a Director, is responsible for administering a major line of business for Intercity Transit. | | |

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) | FREQUENCY |
|-----------------|--|----------------------|
| 1. | Provides leadership and direction to departmental staff to include: coordinating work among divisions within department and with other Agency departments; coordinating work with external parties; prioritizing and assigning work; conducting performance evaluations; ensuring that employees follow policies and procedures; and making hiring, termination, and disciplinary decisions. | Daily 15% (D7) |
| 2. | Provides administrative and technical oversight to grants program. Monitors compliance activities required by grant program participation. Provides primary leadership to ensure compliance with local, State and Federal laws and regulations. | Daily 20% (D6) |
| 3. | Both directs and provides oversight for major capital, operational and planning projects, which include: creating project plans, selecting consultants/contractors, managing project progress, and preparing and giving oral presentations. | Daily 15% (D6) |

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|-----------------|---|------------------------|
| 4. | Develops policies, guidelines, procedures and controls to ensure efficient and effective development activities, and efficient and effective operation and implementation of assigned programs and projects. | Daily 10% (E8) |
| 5. | Provides leadership and direction to departmental staff, coordinates the work of divisions within the department, and coordinates departmental activities with outside agencies. | Daily 5% (E8) |
| 6. | Directs the development of short and long range Agency plans and programs. | Daily 5% (E8) |
| 7. | Serves as a member of the Senior Management Team and participates in Agency policy development; assures departmental conformance to the Agency's vision, goals and objectives. Attends, chairs and conducts a variety of meetings with the Agency; serves on committees as requested; represents the Agency and makes oral presentations at meetings, conferences and other events. | Weekly 5% (E8) |
| 8. | Prepares and develops annual department budget; monitors and approves expenditures in accordance with Agency policies and principles of sound fiscal management. | Weekly 5% (E8) |
| 9. | Directs grant-funded projects. Acquires grant funds to support capital and operating needs of the Agency. Develops strategies for project accomplishment that are compatible with Agency policy. | Monthly 10% (D6) |
| 10. | Directs the preparation, maintenance and distribution of records, reports, statistics and other materials for Agency use and for Local, State and Federal agencies as required. | Monthly 5% (D6) |
| 11. | Performs other duties of a similar nature or level. | As Required |
| 12. | Must meet regular time and attendance standards. | Always |

Intercity Transit

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Knowledge (position requirements at entry):

Knowledge of:

- Management principles and practices;
- Budgeting principles and practices;
- Principles and practices of transit/transportation planning, service development, public engagement, procurement, project management, and federal transit grant requirements and administration;
- Marketing and communications and public relations theories and principles;
- Applicable Federal, State, and Local laws, rules, and regulations.
- Public speaking

Skills (position requirements at entry):

Skill in:

- The ability to work productively and positively with colleagues at all levels;
- Strong supervisory and leadership skills;
- Monitoring, evaluating, coaching and leading staff;
- Applying contract, grant, and other administrative limitations to project activities;
- Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations;
- Managing major development projects;
- Coordinating activities with external agencies and internal departments;
- Conducting oneself with a high degree of professionalism, tact, and diplomacy;
- Critical thinking, analytical and problem-solving skills;
- Attention to detail, time management, a proven ability to meet deadlines, and the ability to prioritize tasks;
- Excellent verbal and written communication skills;
- Adapting to the needs of the organization and employees;.
- Proficiency using Microsoft Office Suite or related software; demonstrated proficiency with GIS mapping applications; experience with transit planning/scheduling software applications.

Training and Experience (position requirements at entry):

- Bachelor's Degree in Public Administration, General Business Administration, Planning, Transportation or a related field, and
- Seven years of progressively responsible supervisory/management level experience in planning and development.
- OR -
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- None

Must submit to criminal background check the results of which must meet hiring criteria for the role.

Intercity Transit

JOB TITLE: Development Director

Physical Requirements:

Positions in this class typically require: talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: July 2006 – License Requirement – by CMD

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR

Revised: 01/2016 Position reinstated due to agency re-org. Revised the 2011 JD.

Revised: 05/28/2021, recruitment for new Director, revised JD with GM – by HSS