

**OMNITRANS**  
invites applications for the position of:

**Purchased Transportation Administrator**

---

**SALARY: \$68, 039 - \$102,059 Annually**

**DEPARTMENT: Special Transportation Services**

**RECRUITMENT CLOSES: 12/26/21 11:59 PM**

**THE JOB:**

**Ride OMNITRANS to a satisfying career that lets you make a difference in the San Bernardino Valley. Omnitrans**, provider of public mass transit for the San Bernardino Valley in Southern California is seeking a highly skilled professional to join our award-winning team. The ideal Candidate hired will have oversight of ADA Eligibility determination by processing of In-Person applications for ADA certification; Maintains records of ADA applications and eligibility; Participates in unit and agency outreach events for feedback, presentation, improvements, and enhancements; Monitors contracts for purchased transportation by performing the following personally or through subordinate supervisors.

**EXAMPLES OF DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position:

- Monitors performance of service contractors by analyzing productivity, cost effectiveness, customer satisfaction, regulatory compliance, contract adherence and overall contract performance; receives and answers service complaints, requests for information, and correspondence.
- Develops and implements methods to gather, record, monitor and analyze routes, passenger loads and capacities and prepares statistical reports for review.
- Prepares presentations relative to the overall performance of purchased transportation and other reports as required; Develops, recommends, prepares reviews and implements transit operational procedures; Prepares and monitors contract budgets for purchased transportation.
- Manages the National Transit Database (NTD) data collection from contracted services and assists in integrating statistical information into the OMNITRANS NTD.
- Coordinates routing schedules for disabled subscription services with contract providers; Recommends specific transit service levels to ensure compliance with the Americans with Disabilities Act regulations and requirements.

- Coordinates the quarterly vehicle maintenance inspection program with contractors; Conducts monthly audits on driver credentials, drug program, training quality for all positions; Conducts facilities check for cleanliness, safety hazards, neatness, etc.
- Assesses transit equipment needs and assists in the development of vehicle specifications. Participates in the procurement process. Prepares Independent Cost Estimates (ICEs) and Scopes of Work (SOWs).
- Enforces and rates on a scale contractor safety performance including rules and regulations compliance and implements corrective action; reviews accident/incidents to determine preventability of contract services.
- Represents the Agency at Paratransit related meetings, Coordinates transportation activities with other City departments, divisions, and outside agencies. Tracks and submits invoices for Bus Bridge services provided.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises Paratransit Eligibility Technicians and Interns. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**THE REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.A.) from four-year college or university; and five or more years related experience in contract administration, ADA compliant paratransit operations or any equivalent Combination of education and experience. Possession of valid California driver's license (Class C) and good driving record.

**KNOWLEDGE OF:**

Transit operations, vehicle design, operation and maintenance; Federal and State public transportation regulations and laws applicable to contracts and procurement; and the Americans with Disabilities Act.

**ABILITY TO:**

Write technical specifications, contract terms and conditions, conduct public procurements, evaluate procurement responses, responses, recommend contract awards and administer contracts; negotiate contracts; interpret and apply contract principles to proposals or current contracts.

**COMPUTER**

Must be familiar with current business operating systems, software, and programs.

**THE SELECTION PROCESS:**

Candidates will be screened for relevant qualifying experience that consists of an evaluation of education and experience. The ***most competitively qualified candidates*** will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. All employment offers are contingent upon successful completion of a pre-employment physical exam, including a drug test, and a criminal background investigation, which will include Live Scan fingerprinting. For further information and to submit an application visit our website at:

<https://omnitrans.org/business-employment/careers/>

***EEO/AA including Protected Veterans and Individuals with Disabilities.***