

SANILAC TRANSPORTATION

110 CAMPBELL ROAD
SANDUSKY, MICHIGAN 48471
PHONE: (810) 648-9766 FAX (810) 648-9769

President WILLIAM WALTERS Croswell	Vice-President PAUL COWLEY Sandusky	Secretary/Treasurer DIANA WISIENSKI Carsonville	LINDA BOMBARD Lexington	Trustee JOHN HOFFMANN Applegate
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POSITION DESCRIPTION

Position: Executive Director

Job Posting

A. **Summary.** The Executive Director is in charge of the day to day operations of a demand response public transportation system that covers Sanilac County.

B. **Supervision Received.** The Executive Director works under a five member Board of Directors, appointed by the county Board of Commissioners.

C. **Responsibilities and Essential Duties and Functions.** An employee in this position may be called upon to perform any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

- Prepares for and conducts monthly board of director meetings.
- Prepares and executes a balanced budget.
- Accounting duties including, but not limited to, payroll, accounts payable, accounts receivable and capital purchases.
- Prepares all grant applications, executes them according to State and Federal law.
- Makes reports to MDOT in a timely manner.
- Negotiates contracts with employees, customers and vendors.
- Makes sure capital items are properly maintained.
- Makes sure employees are properly trained and licensed.
- Hires, fires and councils all employees. Administers Union Contract.
- Knowledge of ADA, Federal Substance Abuse/Alcohol Misuse policy, Wheelchair Securement, HIPPA laws, Hiring requirements, testing and licensing requirements.
- Maintains checks & balances to prevent misappropriation of funds.

Non-Essential Job Functions:

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Understand and have the ability to work in a "service" industry.
- Ability to work with a wide variety of people in a professional manner.

Job Specifications:

- Knowledge and comprehension of State and Federal Laws, Grant applications, hiring, firing, training and continuing education.
- Ability to think outside the box to find more, better and creative ways to fund the service.
- Attends training and staff meetings as required

D. Essential Functions and Qualifications for Employment. All of the following functions, qualification, and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Excellent written and verbal communication skills.
- Good time management and organizational skills.
- Ability to read and follow instructions.
- Ability to work with a wide variety of people including physically and mentally challenged patrons.
- Must present a neat and clean appearance at all times.
- Negative results on pre-employment drug and alcohol screen.
- Satisfactory Criminal History check.

E. Employment Status: This position is classified as Full Time Salary position.

- Hours: 40 hours per week (varies as needed)
- For purposes of FLSA, this is an exempt position.
- Position is eligible for STC Fringe Benefits.

Please provide a Resume & Job Application to the Executive Director before job posting deadline: May 26th 2017

Mail your Resume & Job Application to:

Sanilac Transportation Corporation
Jack D. Campbell Transportation Center
ATTN: Executive Director
110 Campbell Rd.
Sandusky, Michigan 48471
Sanilac Transportation is an Equal Opportunity Employer