DIRECTOR OF TRANSIT

The City of Knoxville seeks a dynamic leader to oversee the City’s public transit system, commonly known as Knoxville Area Transit (KAT), and serve as President of K-Trans Management, Inc. (K-TRANS), the 501(c)(3) not-for-profit corporation which operates the multimodal transportation system within the City of Knoxville. K-TRANS operates fixed route transit, downtown circulator (trolley) and paratransit services for the City of Knoxville, Tennessee. Working as a City employee reporting directly to the City’s Chief Policy Officer/Deputy to the Mayor, the Director of Transit serves as a champion of the City’s transit policy and operations. The Director is responsible for developing and implementing the Mayor’s vision to make KAT services a foundation for an ambitious program of multi-modal transportation services that meet the needs of residents while reducing congestion, advancing the city’s sustainability goals, and improving air quality.

EXAMPLES OF WORK PERFORMED

- Oversees administrative, operational, fleet and facilities maintenance activities of the transit system, ensuring that all activities are operated in compliance with applicable laws and regulations and in a professional manner.
- Serves as the chief executive officer of KAT and as president of K-TRANS Management, Inc. K-TRANS employs KAT’s 300+ employee workforce and is the organization responsible for negotiating and administering the collective bargaining agreement with the labor union (Amalgamated Transit Union Local #1164).
- Develops and manages a $23+ million transit budget to support the delivery of services to citizens.
- Promotes equal employment opportunity throughout the organization.
- Serves as the City's liaison to federal, state and local agencies, local and regional businesses, civic and educational interests and develops cooperative relationships that advance public transportation.
- Serves as the City’s liaison to the Knoxville Transportation Authority (KTA) and reports to the KTA monthly on transit operations, events and activities. KTA is a volunteer, appointed committee that sets schedules, fares and routes for KAT services.
- Serves on appropriate organizational committees and boards to represent public transportation.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles, practices, functions, structure, and operating processes of municipal service provision.
- Knowledge of the principles and practices of employee supervision and labor relations.
- Knowledge of the principles and practices of operational administration, strategic planning and financial management.
- Ability to plan, assign, and supervise the work of personnel engaged in a variety of financial, clerical, and related activities.
- Ability to work in a collaborative manner with a highly functioning team and to maintain an effective working relationship with government officials, employees, co-workers and members of the public.

MINIMUM REQUIREMENTS

Graduation from a CHEA accredited four-year college. At least 10 years of progressively responsible and demonstrable experience in organizational management to include planning, operations, maintenance, marketing, financial and employee management. Experience in transportation or related fields is preferred or a combination of education and experience that would allow for the successful performance of the responsibilities of the Director of Transit for the City of Knoxville.

APPLICATION DEADLINE: MARCH 6, 2020

Interested candidates should submit a resume and cover letter to Debbie Thomas at dkthomas@knoxvilletn.gov no later than March 6, 2020.