

Intercity Transit
JOB TITLE: Development Director

BAND	GRADE	SUBGRADE
E	8	1
DEPARTMENT: Development	DIVISION: Development	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: General Manager	SUPERVISION EXERCISED OVER: Marketing & Communications Manager Planning Manager Procurement Manager Development Assistant Grants Administrator	PAY GRADE: E81
SUMMARY: Plans, organizes and directs long range and service planning, marketing, communications, grants, procurement, vehicles and facilities inventory 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.)	FRE-QUENCY
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring that employees follow policies and procedures; and making hiring, termination, and disciplinary decisions and recommendations.	Daily 15% (D7)
2.	Directs major projects, which include: creating project plans, selecting consultants/contractors, managing project progress, and preparing and giving oral presentations.	Daily 30% (D6)
3.	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)
4.	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)

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5.	Directs the development of short and long term department plans and programs.	Daily 5% (E8)
6.	Serves as a liaison with Federal and State agencies for grants and administrative requirements. Monitors compliance activities required by grant program participation. Provides primary leadership to ensure compliance with local, State and Federal laws and regulations.	Weekly 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.	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 system operations. Develops strategies for project accomplishment that are compatible with Agency policy.	Monthly 10% (D6)
10.	Attends, chairs and conducts a variety of meetings with the Agency; serves on committees as requested; represents the Agency and gives oral presentations at meetings, conferences and other events.	Monthly 5% NB
11.	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)
12.	Performs other duties of a similar nature or level.	As Required
13.	Must meet regular time and attendance standards.	Always

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Knowledge (position requirements at entry):

Knowledge of:

- Management principles and practices;
- Grant program administration;
- Contract development practices and administrative requirements;
- Transit agency programs;
- Procurement theories and principles;
- Marketing communications and public relations theories and principles;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Conflict resolution techniques.

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating subordinate 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;
- Writing reports and business correspondence;
- Presenting information and responding to questions from groups of managers, clients, customers, and the general public;
- Managing major development projects;
- Assessing procurement, planning, and development programs;
- Coordinating activities with external agencies and internal departments;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Dealing with several abstract and concrete variables;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, elected officials, and the general public sufficient to exchange or convey information and to receive work direction.

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.

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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