

**Intercity Transit**  
**JOB TITLE: Village Vans Supervisor**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
C	4	3
<b>DEPARTMENT:</b> Operations	<b>DIVISION:</b> Village Vans	<b>FLSA STATUS:</b> Exempt
<b>SUPERVISION RECEIVED FROM:</b> Operations Director	<b>SUPERVISION EXERCISED OVER:</b> Village Vans Assistant	<b>PAY GRADE:</b> C43
<b>SUMMARY:</b> Organizes and implements Village Van program activities in support of low-income families. Responsibilities include supervising the daily operation of a work-support van program to serve low-income residents in the Lacey-Olympia-Tumwater area, and providing travel information for low-income families in Thurston County to assist them in addressing work-support transportation. Develops relationships with State and County social service programs for clients, volunteers and program support.		
<b>DISTINGUISHING CHARACTERISTICS:</b> Supervises the day-to-day Village Vans program activities. As a Supervisor, supervise support staff and/or volunteers. <i>Note: This position is solely dependent upon grant funding. The position is funded with Federal Job Access/Reverse Commute grants and matching state funding sources. The position will have to develop the non-federal matching funds to sustain the position and the Village Van program.</i>		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FREQUENCY</b>
1.	Supervises staff to include: prioritizing and assigning work; training; conducting performance evaluations; ensuring employees follow policies and procedures; and making hiring, termination, and disciplinary decisions and recommendations.	Daily 15% (B2)
2.	Supervises day-to-day activities of Village Vans program. Serves as agency and community liaison in implementation of the program. Prepares quarterly grant reports, initiates program activities, prepares proposals, and prepares, supervises and monitors budget and activities. Develops program policy and procedures.	Daily 15% (C4)
3.	Solicits referrals, recruits, selects, trains, and supervises volunteers. Prioritizes, assigns and evaluates their work. Designs and instructs Job Skills Training Course curriculum; monitors, assesses and reports progress. Coaches on job search activities. Maintains volunteer records.	Daily 30% (C4)

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4.	Identifies and documents existing transportation resources available to low-income families. Participates with social service agencies to obtain and share information about transportation services available to low-income clients and to coordinate planning/evaluation of current and needed resources.	Monthly 15% (C4)
5.	Develops means to regularly obtain feedback from passengers to evaluate the effectiveness of the service; assesses new usage needs as they emerge; ensure establishment and compliance of usage policies.	Daily 5% (C4)
6.	Assists with writing grants and pursues funding for continuation of program; administers grant contracts.	Monthly 10% (C4)
7.	Develops and maintains analytical tools for audit and control of grant expenditures. Prepares reports and make presentations as needed. .	Monthly 5% (C4)
8.	Works with other agency staff in purchasing vehicles, training drivers, and managing risk preventing accidents, reducing costs and Agency liability exposure.	Monthly 5% (C4)
9.	Performs other duties of a similar nature or level.	As Required
10.	Must meet regular time and attendance standards	Always

<p><b>Knowledge</b> (position requirements at entry):</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> <li>• Supervisory principles and practices;</li> <li>• Applicable Federal, State, and Local laws, rules, and regulations;</li> <li>• Customer service principles;</li> <li>• Applicable transportation principles;</li> <li>• Conflict resolution techniques;</li> <li>• Report writing methods and techniques;</li> <li>• Bookkeeping principles.</li> <li>• Teaching/training techniques.</li> </ul>
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**Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating subordinate staff;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Preparing reports;
- Providing customer service;
- Conducting research;
- Handling multiple tasks simultaneously;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Bachelor's Degree in Business Administration, Social Work or a related field and five years experience in transportation or related transportation programs; 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):

- Washington Driver's License.

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

**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: 6/1/09 + background ✓'s; CDiRito

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