



Range: 26
Status: Exempt
Date: March 2026

TRANSPORTATION SERVICES MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Provides leadership, vision, and executive management in the development, implementation, and operation of the Greater Sedona/Oak Creek Canyon Transit System and the City's public parking programs. Establishes strategic plans, fosters interagency cooperation, secures necessary funding, and ensures compliance with all applicable laws and community guidelines related to public transportation and parking operations. Administers transit and parking operating contracts, including direction and supervision of operations, financial performance, capital planning, and program development.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Deputy City Manager or designee. Exercises direct supervision over assigned technical or clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

Executive and Organizational Leadership

1. Provides executive leadership and strategic direction for the City's transportation programs, including transit and public parking.
2. Supervises the Parking Administrator and assigned professional and support staff.
3. Develops long-range transportation strategies aligned with City Council priorities and adopted plans.
4. Coordinates ongoing discussions with regional partners including the City of Cottonwood, Village of Oak Creek, Yavapai County, Coconino County, ADOT, NACOG, NAIPTA, and other stakeholders.
5. Advises City leadership and Council on transportation policy, funding strategies, and system performance.

Transit System Administration

6. Oversees transit operations, including contract administration, performance monitoring, service planning, safety oversight, and compliance with FTA and ADOT regulations.
7. Develops and refines service models, operational scenarios, and service expansion strategies.

8. Oversees grant preparation, administration, and compliance.
9. Monitors system performance metrics and implements service improvements.
10. Ensures delivery of safe, reliable, and fiscally responsible transit services.

Parking and Multimodal Program Oversight

11. Provides executive oversight of the City's public parking program, including revenue management, technology systems, permitting, enforcement strategies, and capital planning.
12. Reviews and approves parking budgets, pricing strategies, operational policies, and performance measures.
13. Ensures integration of parking and transit strategies to support system efficiency and mobility goals.
14. Oversees implementation of parking management technologies and customer service systems.
15. Coordinates multimodal initiatives, including park-and-ride programs and transportation demand management strategies.

Capital Projects and Infrastructure

16. Oversees planning and development of transportation capital projects, including transit hubs, maintenance facilities, parking facilities, and supporting infrastructure.
17. Coordinates site selection, environmental review (including NEPA where applicable), design, and funding strategies.
18. Prioritizes transit stop and parking facility improvements.
19. Coordinates with ADOT, US Forest Service, State Parks, and other agencies on infrastructure and service integration.

Funding and Financial Management

20. Develops and administers operating and capital budgets for transit and parking programs.
21. Identifies and secures federal, state, regional, and local funding sources.
22. Develops partnerships with business and community stakeholders to support program funding.
23. Oversees financial controls, audits, risk management, and claims administration.

Communications and Public Engagement

24. Develops and directs marketing and communications strategies for transit and parking services.
25. Represents the City at public meetings, regional boards, and stakeholder groups.
26. Oversees response to customer complaints and public inquiries.
27. Maintains awareness of legislative developments affecting transportation programs.

General

28. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public transportation and public parking system administration.
- Federal Transit Administration (FTA), ADOT, and other applicable state and federal regulations related to transportation programs.
- Public sector budgeting, enterprise fund management, financial forecasting, and contract administration.
- Grant development, compliance, and reporting requirements.

- Transportation planning, mobility systems integration, and multimodal service delivery.
- Capital project planning, procurement processes, and infrastructure development.
- Risk management, insurance requirements, and claims administration.
- Public administration principles and governmental operations.
- Applicable local, state, and federal laws, codes, and regulations.

Skills and Abilities:

- Provide strategic leadership and organizational direction in a complex, evolving environment.
- Communicate effectively, both orally and in writing, with elected officials, executive leadership, staff, contractors, and the public.
- Analyze complex operational, financial, and policy issues and develop sound, defensible recommendations.
- Lead and supervise professional staff, including evaluating performance, fostering development, and building collaborative teams.
- Develop and administer operating and capital budgets responsibly and efficiently.
- Interpret and apply laws, regulations, and policies governing transportation programs.
- Manage multiple projects and priorities while meeting deadlines and performance expectations.
- Establish and maintain effective working relationships with regional partners, regulatory agencies, contractors, and community stakeholders.
- Utilize technology systems and data analytics to evaluate program performance and inform decision-making.
- Exercise sound judgment and independent decision-making consistent with City policies and objectives.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that demonstrates the required knowledge and abilities is qualifying. Examples include:

Experience:

Seven to 10 years of progressively responsible experience in transportation, transit, parking operations, public works, or a related field, including at least five years of supervisory or managerial experience or an equivalent combination of education and experience.

Education:

A Bachelor’s degree from an accredited college or university in public administration, business administration, engineering, planning, transportation, or a closely related field.

A Master’s degree in public administration, business administration, engineering, planning, or a related field is desirable.

Experience with federal and state transportation regulations, grant administration, enterprise fund management, and public-sector budgeting is preferred.

WORKING CONDITIONS

Environmental Conditions:

Work is performed primarily in an office environment but regularly includes site visits to transit facilities,

parking facilities, and transportation infrastructure projects. May involve exposure to outdoor weather conditions, traffic environments, and construction sites. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy or moderate lifting; sedentary office work; walking or standing for prolonged periods of time; bending, stooping, kneeling; climbing with both legs and arms; operating motorized equipment and vehicles; general manual dexterity.