

PUBLIC TRANSIT ADMINISTRATOR

Public Works | Transit



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Public Transit Administrator is responsible for the strategic planning, implementation, and oversight of Terrebonne Parish's public transit system, serving the Houma urban area and supporting its expansion throughout the parish.

JOB OVERVIEW

PAY TYPE

Exempt (Salaried)

SCHEDULE

Monday to Friday

Must be willing to work overtime and fill in when needed on short notice.

LOCATION

Transit Facility

REPORTS TO

Assistant Director – Public Works

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Professional office setting mixed field and public settings, requiring adaptability to both administrative tasks and on-site operational oversight.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be required to ensure the delivery of safe, efficient, and customer-focused transit services by managing daily operations, personnel, budgeting, and compliance with local, state, and federal regulations.

The Public Transit Administrator will lead initiatives in service planning, marketing, safety, preventative maintenance, and revenue optimization, while securing funding through grants and overseeing procurement for transit infrastructure.

This position plays a critical role in emergency operations planning, staff oversight, and ensuring that transit services are safe, efficient, and responsive to community needs.

JOB DUTIES

- Oversee all aspects of daily transit operations, including routing, scheduling, run cutting, and dispatching.
- Recruit, train, supervise, and evaluate transit personnel to ensure operational efficiency and compliance with safety standards.
- Develop and maintain a comprehensive management information system for data collection and reporting in accordance with local, state, and federal requirements.
- Analyze service performance, forecast demand, and implement adjustments to meet community needs, including planning for future system expansions.
- Promote and market the transit system to increase public awareness and ridership.
- Establish and manage advertising programs, including developing specifications for leasing advertising space on buses, shelters, and benches.
- Design and implement safety programs to ensure the safe operation of vehicles and a secure work environment.
- Develop and oversee preventative maintenance programs to maintain vehicle safety, cleanliness, and reliability.
- Create and manage fare policies, revenue collection procedures, and promotional initiatives to maximize revenue and ridership.
- Prepare and submit Federal Transit Administration (FTA) grant applications for capital projects, planning, and operational funding.
- Develop bid specifications and manage procurement processes for vehicles, shelters, signage, and other transit infrastructure.
- Investigate accidents and incidents, manage insurance claims, and implement risk mitigation strategies.
- Prepare and manage the transit system's annual operating and capital budgets, ensuring sound financial practices and accountability.
- Develop and maintain the Emergency Operations Plan (EOP) and communicate emergency information and instructions to the public.
- Participate in professional development and industry events, including attendance at Louisiana Public Transit Association (LPTA) conferences and regional transit committee meetings.
- Maintain the integrity and accuracy of all compliance-related documentation, including Title VI, DBE, LEP, NTD, MPR, and D&A MIS reports.

Questions? No problem!

Email us at employment@tpcg.org.

Continue to the next page.

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Continued from previous page.

JOB DUTIES CONTINUED

- Ensure compliance with all federal, state, and local transit regulations, policies, and procedures.
- Serve as the Disadvantaged Business Enterprise Liaison Officer (DBELO) and manage all related programmatic requirements and reporting.
- Regularly update and implement key transit plans and documents, including:
 - Title VI Plan
 - Limited English Proficiency (LEP) Plan
 - DBE Program and Goals
 - Program of Projects (POP)
 - Public Transportation Agency Safety Plan (PTASP)
 - Transit Asset Management (TAM) Plan
 - Facilities and Vehicle Maintenance Plan
 - Financial Plan
- Review and approve Absence Requests, FAST forms, and employee timecards submitted through TeamTPCG to ensure accuracy, compliance with policy, and timely processing.
- Participate in quarterly One-on-One meetings with Supervisor.
- Conduct quarterly One-on-One meetings with each subordinate to ensure alignment on responsibilities and expectations, track progress, identify areas for support or development, and facilitate meaningful feedback and goal setting.
- Ensure employees complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates the ability to lead and motivate teams, fostering collaboration and accountability to achieve organizational objectives.
- **Budget Management:** Possesses strong financial acumen to develop, monitor, and control budgets while ensuring compliance and cost-effectiveness.
- **Time Management:** Excels at prioritizing tasks and managing competing deadlines to ensure efficient and timely completion of projects.
- **Analytical Skills:** Applies critical thinking and data-driven analysis to evaluate performance, identify trends, and implement strategic improvements.
- **Communication Skills:** Possesses strong interpersonal and communication skills, enabling effective engagement with staff, stakeholders, and the public, as well as the ability to convey complex information clearly through presentations, reports, and correspondence.
- **Organizational Skills:** Must be capable of coordinating complex projects, manage regulatory documentation, and ensuring compliance with reporting requirements.
- **Technical Skills:** Demonstrates proficiency in transit management systems, preventative maintenance programs, and regulatory compliance, as well as advanced use of Microsoft Office Suite (Word, Excel, PowerPoint), Microsoft Planner, SharePoint, and related productivity tools to support operational efficiency.
- **Qualifications:**
 - Bachelor's degree in Urban Planning, Public Administration, Transportation, or related field preferred.
 - Minimum of five (5) years experience in transit operations with progressive management experience, preferably in transit system operations.

