

# **SAUGEEN MOBILITY**

**and REGIONAL TRANSIT**

**603 Bruce Road 19**

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**saugeenmobility.ca**

## **Manager of Transit Services**

Due to a vacancy, S.M.A.R.T. is in a search of an exceptional operations manager. Reporting to the Board, the **Manager of Transit Services** manages the day-to-day operations of our specialized mobility and regional transit service including financial and fiscal management and coordination and executes the strategic goals and direction set by the Board.

### **You will:**

- Develop and implement policies and practices for the safe operation of S.M.A.R.T. services in compliance with all applicable legislations, including employment law, human rights, health and Safety; transit law, transportation law, environmental law, etc.;
- Supervise a team of full-time and part-time office staff and drivers; including hiring, development, policy enforcement, performance management, discipline and end of employment;
- Act as Secretary of the Corporation, coordinating Board meetings, meeting packages and agendas, quarterly and annual financial reporting, and circulating minutes and reports; administering membership agreements and S.M.A.R.T. constitution and policies;
- Maintain a vehicle fleet to ensure delivery of safe and efficient services;
- Develops and implements annual and long-term operational plan; including financial, people, information and material resource requirements for review and approval by Board;
- Administer and ensure vehicle, property and liability insurance coverage policies protect the transit service and board;
- Coordinate funding sources; including government reporting and filing (i.e.: HST, annual CUTA Statistics, registered charity information return, etc.);
- Act as liaison for industry associations, provincial and federal government ministries and agencies, local community groups, agencies, residential facilities and municipalities to promote the service; regular presentations to the Board, participating Municipalities and community stakeholders;
- Develop and maintain a promotional and advertising strategy to inform municipal residents, independent senior living facilities, senior long-term care facilities, the public, local service organizations, local, county and provincial support groups, etc.;
- Oversee S.M.A.R.T.'s operating and capital budget and all financial reporting; oversee payroll and remittances; Preparation of Financial Statements, completing all Year-end activities and provide information for the Auditor on or before January 31 annually.
- Responsible for banking, lines of credit, deposits, reconciliation, EFT, receivables and payables.

## About You

- You have experience operating a small business or a functional area of a larger business and a proven understanding of accounting and financial reporting;
- Degree in business administration, accounting, finance or related field;
- Provide organization and project management skills;
- Strong communicator, presenter and report writer;
- Supervisory experience with knowledge of applicable employment legislation;
- Strong computer skills with experience working in financial accounting software and MS Office Applications; Excel, Word and PowerPoint;
- Proven experience building collaborative partnerships with stakeholders such as: local and provincial government agencies, automotive suppliers and vendors, business associations, senior and support groups, and local service organizations;
- Non-profit management experience beneficial.

## About Us

Saugeen Mobility and Regional Transit provides specialized regional transit in a rural community. Service is provided to residents who cannot travel by transit or taxi. With a specialized fleet, Saugeen Mobility and Regional Transit provides a specialized fleet of vehicles to enhance quality of life of people with physical and intellectual disabilities.

## How to Apply

Apply in confidence with a cover letter and resume to [hrresults@w-u.on.ca](mailto:hrresults@w-u.on.ca). We appreciate the interest of all applicants, however only those under consideration will be contacted.

*We are dedicated to maintaining a respectful, fair and equitable work environment, and welcomes submissions from all qualified applicants. If accommodation is required during the selection or interview process it will be available upon request. This job posting is available in an accessible format upon request.*