



## JACKSON COUNTY

### Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

# Employment Opportunity

Please post in a location accessible to all employees

**Position:** **Director of Transit**  
*Permanent, Full-Time, Exempt*

**Department:** Transportation

**Description of Duties & Responsibilities:** Provide management and supervision of the administrative and operational functions of the Jackson County transit system. The person serving as director will coordinate the provision of transportation services for residents and visitors of Jackson County. Prepare and update the annual capital improvement schedule, develop and update departmental policies and procedures, maintain and evaluate driver and staff training programs, oversee federal drug and alcohol program compliance, monitor vehicle utilization, and negotiate and execute agency contracts. Administrative duties include budget preparation and management, supervision of departmental staff, grant application and management, serve on various boards and committees and other duties as assigned.

**Education & Experience Requirements:** A bachelor's degree in business, public administration, logistics, or related field and five to ten years of directly related rural transit system experience or equivalent education and experience that demonstrates competency in rural transit system operations and management. Prefer a candidate with advanced knowledge about community-based transit system operations, principles and practices, applicable federal, state, and local laws governing transit systems and funding sources to supplement transportation services.

Applicant must have a valid NC driver license and must be willing to relocate to Jackson County if not already a resident.

**Starting Salary:** Salary commensurate with education and experience.  
Anticipated hiring range: \$44,207.18 – \$54,966.07

Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at <https://www.jacksonnc.org/employment-opportunities>

**Application Requirements:** Submit a completed Application for Employment to:

Jackson County  
Human Resources Department  
401 Grindstaff Cove Road, Suite A-218  
Sylva, NC 28779

NC Works Career Center  
26 Ridgeway Street, Suite 2  
Sylva, NC 28779

The Application for Employment is available online at: <https://www.jacksonnc.org/employment-opportunities> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.

**Closing Date:** **October 29, 2021**

### **Jackson County is an Equal Opportunity Employer**

*Pre-employment drug screen and criminal background checks are required  
Jackson County participates in the federal [E-Verify](#) program*