



CITY OF CHILLICOTHE
LUKE M. FEENEY, MAYOR

TAMRA J. LOWE
DIRECTOR OF HUMAN RESOURCES

35 SOUTH PAINT STREET
CHILLICOTHE, OHIO 45601-0457
PHONE: 740-773-1211
TAMRA.LOWE@CHILLICOTHEOH.GOV

The City of Chillicothe is currently accepting resumes in consideration of ideal candidates for

DIRECTOR OF TRANSPORTATION

This is a professional management-level position responsible for the overall administration, operation & growth of the Chillicothe Transit System (CTS). CTS currently operates on a \$4.3 mil budget; fixed routes, paratransit services, county routes & contract services with a fleet of twenty-six vehicles. Responsibilities include: Fund development & promotion of the Chillicothe Transit System; compliance to regulatory requirements of the Ohio Department of Transportation, Federal Transit Administration, Ohio Department of Job & Family Services and other regulatory agencies; preparation and management departmental budget; supervision, evaluation and professional development of department staff.

This position is non-classified and is appointed by and reports directly to the Mayor.

Educational and Experience Requirements:

- Bachelor's degree in related business/management field; five (5) years of practical related experience or combination of education and experience that provides the necessary knowledge, skills & abilities
- Experience in grant writing and/or grant management
- Demonstrated strong communication skills including written, oral and presentation skills
- Demonstrated organizational, decision making skills
- Valid driver's license & evidence of insurability

Desirable Qualifications:

- Experience in Labor Relations and managing public/collective bargaining employees including effective managerial practices and methods (preferred)
- Experience in Public Transportation or knowledge of ODOT regulations
- Experience in strategic planning, development, performance & data tracking
- Commercial Driver's License with a Passenger Endorsement is a plus

Resumes will be accepted thru Friday, October 27, 2017 by email or by U.S. mail to:

Tamra Lowe, Director of Human Resources
City of Chillicothe
35 S. Paint Street
Chillicothe, Ohio 45601

Email: tamra.lowe@chillicotheoh.gov

Inquiries can also be directed to the above contact.

The City of Chillicothe is an Equal Opportunity Employer