



## **Job Posting: Transit Manager**

At Pictou County Transit Authority, we are more than a transportation service—we are a lifeline for the Pictou County community. We provide reliable, timely transportation for all. This service supports our entire community including seniors, students, individuals with disabilities, those venturing to work, school, recreational facilities, appointments and local shopping centres.

### **Job Summary**

We are seeking an experienced and dedicated Manager to lead and oversee the operations of the Pictou County Transit Authority.

As the successful candidate, you will play a key role in ensuring the efficient delivery of transportation. If you are someone with a passion for community, a strong background in financial and operational management, and the ability to build meaningful relationships, this role might be the perfect fit for you.

### **Duties of the Transit Manager, include but are not limited to:**

#### Financial Management

- Performs all accounting functions including, but not limited to, payroll, payables/expenses, receivables/revenue, monthly bank reconciliations
- Responsible for preparing annual operating and capital budget
- Responsible for budget management
- Prepares monthly financial statements for board review
- Prepares and submits financial reports for funders
- Prepares all submissions for CRA (Canada Revenue Agency)
- Prepares year-end financial working papers and financial statements for audit
- Works with an external accounting firm for year-end audit completion

#### Grant Writing & Reporting

- Identifies and secures new funding opportunities through effective grant writing.
- Manages grant budgets, tracks deadlines, and ensures timely and accurate reporting is in place.

#### Community Engagement & Relationship Building

- Develops and maintains relationships with community organizations, local politicians, and partners.
- Represents Pictou County Transit Authority in the community, fostering partnerships and collaborations that help grow our reach and impact.
- Shares resources and best practices with fellow fixed route providers across the province.
- Communications Serves as the primary spokesperson for Pictou County Transit Authority, handling media inquiries and promoting our mission.
- Creates and shares content that highlights our services and the impact we have on the community.



#### Human Resources Management

- Leads organizational HR functions, including recruitment, onboarding, performance evaluations, and termination decisions when necessary.
- Works closely with the Pictou County Transit Authority Governance Committee to ensure alignment with organizational goals and policies.

#### Fleet & Operational Management

- Review current transit routes/schedules and make recommendations for improvements, when deemed necessary
- Manages vehicle acquisitions and vendor relationships.
- Ensures compliance with legal and insurance requirements for fleet operations.
- Maintains fleet of vehicles in good working order
- Oversees day-to-day operations
- Other duties and special projects as assigned

#### **Background & Experience**

The ideal candidate must demonstrate sound financial acumen, experience in community engagement and relationship management/building as well as a sound understanding of fleet and operational management practices and procedures. In addition to completion of a post-secondary diploma in Business Administration or equivalent. Previous employment experience in transportation and of fleet management is considered an asset.

#### **Salary:**

The salary will be commensurate with the experience, skills and qualifications of the candidate.

#### **Perks & Benefits:**

- Be part of an organization that makes a tangible difference in the lives of others
- Health and dental benefits provided
- RRSP matching available

#### **Application Process:**

Step 1. Send your resume and cover letter to Chair Nancy Dicks [nancy.dicks@newglasgow.ca](mailto:nancy.dicks@newglasgow.ca) on or before January 31, 2025.

Step 2. Interview with the Hiring Committee.

Step 3. Provide a list of 3 references.

Step 4. We will follow up within 5 days with our decision.

We encourage applications from individuals with a wide spectrum of backgrounds and experiences, recognizing the immense value that diversity brings to our team. We strongly encourage individuals from historically underrepresented communities, including Black, racialized, and Indigenous Peoples, members of the 2SLGBTQIA+ community, newcomers to Canada, and people with disabilities to apply.