



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 2106

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**TRANSIT PROGRAM MANAGER**

GRADE N

**SCOPE OF WORK:**

Work involves managing the Department of Transportation (DOT) Transit programs, contracts, and major functions.

**DUTIES PERFORMED:**

- Plan, implement, administer, and manage the Department's transit programs to ensure compliance with Federal Transit Administration (FTA); communicate directly with FTA about transit programs.
- Develop, update, and implement program policies.
- Provide direction to statewide transit agencies and information to the public.
- Prepare annual grant program for federal and state funds received.
- Review reporting sent to Federal Transit Administration (FTA); oversee and implement FTA financial procedures; prepare annual progress reports.
- Implement annual transit projects/funding for Department's Statewide Transportation Improvement Program (STIP); work directly with statewide Metropolitan Planning Organizations to ensure all annual transit providers and funding are included in the Transit Improvement Programs.
- Administer the State Aide Transit Program; develop budget for annual distribution; oversee payment process and ensure compliance.
- Implement the transit coordination program across the state.
- Supervise, evaluate, and train staff.
- Complete and submit contracts to transit providers.
- Represent DOT at local, state, regional, and national meetings on matters related to public transportation.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree in business or public administration, planning or another field closely related to the duties of the position and four years of work experience with transit programs and/or systems that included management of staff and programs.

Eff. Date: 04/14