Definition of Class
This is a supervisory position in which the incumbent is responsible for all transportation needs including shuttle services, bikes, and alternative modes. The position will oversee and create new and alternative modes of transportation on and off campus. This position reports to the Director.

Examples of Work Performed
Oversees all aspects of Transportation Services to the campus which include coordination the bike program, Zimride, Zipcar, carpool options, and OUT (Oxford University Transit) on campus.

Oversees and creates new and alternative modes of transportation.

Measures bus routes and usage for strategic purposes and promotes shuttle services; implements new strategies for such services.

Develops and implements maps and shuttle schedules.

Serves as the liaison with the OUT (Oxford University Transit) and make presentations to the OUT board.

Attends and serves as the department representative at student and faculty/staff meetings.

Oversees the maintenance and promotion of the bike program; maintains the inventory and budget.

Files grant requests and secures funding for the bike program’s operations.

Provides reports and analyses regarding various departmental activities.

Maintains department website and updates students, staff and faculty of new information.

Makes presentations concerning transportation options to public groups.

Supervises support staff.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Oversees all aspects of Transportation Services.

2. Oversees and creates new and alternative modes of transportation.

3. Maintains the inventory and budget for the bike program.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.

**Vision:** Requirements of this job include close, midrange, distance, color, peripheral vision, depth perception, ability to focus.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited college or university in Management, Business Administration, Public Administration, or related field.

**Experience:**
Three (3) years of experience as related to the above described duties.

**Licensure:**
Must obtain a Class “B” Commercial Driver’s License (CDL) within (3) three months of hire date.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.*

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.