

# Manager of Transit Planning and Business Services

## Transit Department

### Working for the City of Burlington

A great career is closer than you think. Come work for the City of Burlington, where you'll be joining an innovative and progressive workplace focused on building a 21st century city that respects the diversity of our residents, visitors and employees; and prioritizes continuous opportunities for you to learn and grow.

We don't just spend time attracting the best talent. We spend time and resources to keep the best talent. This may include a great pension and benefits package, as well as programs to foster innovation and leadership.

### Job Number

TRT-167-22

### Employee Group

Non-Union

### Employment Status

Full Time Permanent

### Location

This position may be eligible for a hybrid working arrangement. Work location is subject to change at the discretion of the City due to operational demands.

### Position Overview

The Manager of Transit Planning and Business Services leads and manages a highly functional and high performing team and is responsible for the management and delivery of transit projects, transit planning, transit scheduling, financial and budget oversight and transit rider experience.

### Responsibilities

The Manager of Transit Planning & Business Services responsibilities include:

- Functions as a member of the Transit leadership team
- Provides internal consulting and input to Transit Operations and Transit Maintenance
- Leads the departmental budget process and is accountable for the development and monitoring of the Transit operating and capital budgets. This includes preparing reports for senior transit staff and conducting ongoing financial analysis of budgets, revenues, expenses and forecasts
- Accountable for the planning, service design and deployment of transit routes, service and schedules and ensures that transit coverage exists throughout the City
- Partners with IT Services department in the development and planning of transit technology, as well as to identifies opportunities for continuous improvement
- Participates in the development of transit short and long terms plans and ensures transit strategy aligns with Corporate directions and strategy.

*We thank all applicants and advise that only those to be interviewed will be contacted.*

[www.burlington.ca](http://www.burlington.ca)



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- Takes a lead role in implementing initiatives outlined in the Transit 5 Year Business Plan
- Provides timely and high-quality reports and briefings to senior management and Council on transit ridership, revenue and transit projects
- Effectively leads, mentors and motivates the Transit Planning and Business Services team to define, achieve and maintain exceptional performance while working in a high demand environment which requires prioritizing work assigned to the team

### Requirements

A Bachelor's degree or equivalent – preferably in finance, transportation planning, or an equivalent discipline. This is supported by your five plus years of progressive experience in municipal government and/or transit commission. Strong leadership abilities are required to lead a team and to progressively guide the transit department, administratively and strategically. A solution-oriented focus is critical for this position. Experience in budgeting and finance is essential and experience with government funding opportunities is an asset as is knowledge of transit planning, service design and overall transit operations.

### Additional Information

All City of Burlington staff are required to be fully vaccinated as a condition of hire in accordance with the City's COVID-19 Staff Vaccination Policy. For more information on this policy, please click on the following link: <https://www.burlington.ca/en/your-city/career-opportunities.asp>

### Salary Range

\$117,121 - \$146,401 Grade 13 (Under Review)

### Posting Close Date

7/21/2022

### How to Apply

To apply, please visit [www.burlington.ca/careers](http://www.burlington.ca/careers) and click on "View Jobs". Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

### Accommodations

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Burlington accommodates the individual needs of applicants with disabilities within the recruitment process. Please call us at 905-335-7602 or email us at: [hr@burlington.ca](mailto:hr@burlington.ca) if you require accommodation to ensure your equal participation in the recruitment and selection process.

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