AUBURN
Human Resources

PTM Regional Manager

Job Description

JOB INFORMATION

Job Code	JA40
Job Description Title	PTM Regional Manager
Pay Grade	RE10
Range Minimum	$64,980
33rd %	$82,310
Range Midpoint	$90,970
67th %	$99,640
Range Maximum	$116,970
Exemption Status	Exempt
Approved Date:	10/20/2026 12:10:20 PM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Operational Support

JOB SUMMARY

The Public Transportation Management (PTM) Regional Manager serves under the broad guidance and administrative supervision of Auburn University and in close collaboration with the Alabama Department of Transportation (ALDOT). Oversees and maintains organizational effectiveness for the organization's operational functions. Provides research, gathers data, analyzes, and evaluates information, reviews and processes documents related to the federally funded public transportation program administered by ALDOT. Manages all aspects of the public transportation program for the agencies in the designated North, Central, or South geographical regions of the state. Provides research and stay abreast of current, and future laws, regulations, rules, policies, and procedures provided by the Federal Transit Administration (FTA) and ALDOT.

RESPONSIBILITIES

- Provides leadership and direction for public transportation operations within an assigned geographic region by serving as the primary liaison between ALDOT and transit agencies. Establishes and maintains collaborative relationships with agency representatives and stakeholders, responds to inquiries, provides technical assistance, and offers guidance on state and federal policies, regulations, reporting requirements, and program compliance.
- Manages and coordinates federal transit grant activities, including grant budgets, invoicing, escrow submissions, revision requests, approvals, agreements, contracts, safety plans, and related documentation. Collaborates with ALDOT staff and transit agencies to develop and implement policies, standards, procedures, and processes that ensure compliance with applicable federal and state laws, regulations, and program requirements. Monitors agency submissions and deadlines to ensure timely and accurate completion of all required deliverables.
- Develops and coordinates clear, consistent communications between ALDOT and transit providers to ensure statewide alignment of program information and requirements. Manages correspondence, maintains electronic records and shared files, prepares guidance materials and program documentation, and professionally represents ALDOT through meetings, presentations, video conferences, and stakeholder engagements.
- Develops and maintains systems for collecting, analyzing, and reporting agency performance data to support program oversight, decision-making, and continuous improvement efforts. Creates reports, spreadsheets, and other analytical tools to monitor program effectiveness, evaluate compliance, and support the administration of ALDOT's public transportation programs.
- Conducts and manages Management Performance Reviews in coordination with ALDOT, evaluates agency operations and compliance with program requirements, and provides technical assistance and corrective action guidance to address identified deficiencies. Researches, analyzes, and evaluates operational, performance, and regulatory information to support the development and continuous improvement of effective public transportation programs throughout the state.

RESPONSIBILITIES

- Coordinates and administers transit grant activities, including grant awards, revisions, and related program documentation. Assists agencies with vehicle lifecycle management activities, including vehicle ordering, transfers, retention, and disposal processes, ensuring compliance with ALDOT, FTA, and program requirements.
- Monitors Transit Management System (TMS) data and other program information to ensure agency, vehicle, and grant records are accurate, complete, and consistent with annual grant requirements. Collects, analyzes, and maintains program data to support reporting, decision-making, and program oversight while ensuring timely updates and compliance with established reporting standards.
- Collaborates with transit providers, ALDOT, and community stakeholders to develop and implement strategies, initiatives, and services that promote safe, efficient, cost-effective public transportation and address the mobility needs of elderly and disabled populations throughout the state. Provides technical and operational support to agencies, including assistance with transit system startup and closeout activities and other program initiatives as needed.
- Represents ALDOT through participation in local, state, and national conferences, workshops, peer exchanges, meetings, and training events. Prepares and delivers presentations, facilitates meetings related to grant activities and program outcomes, and fosters the exchange of best practices and industry knowledge to support agency operations and program effectiveness.
- Coordinates and participates in meetings, training activities, special projects, and other assigned responsibilities in support of ALDOT transit programs. Travels as required to provide program support, technical assistance, stakeholder engagement, professional development, and continuous improvement efforts.
- Must be available to work nights and weekends as needed.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Public Administration, Business Administration, Transportation, Planning, Engineering, Public Policy, or related field	and	4 years of	experience with knowledge of the principles and methods in public transportation, public works, or related industry.	
Associate's Degree	Public Administration, Business Administration, Transportation, Planning, Engineering, Public Policy, or related field	and	8 years of	experience with knowledge of the principles and methods in public transportation, public works, or related industry.	
High School Diploma or GED	High School Diploma	and	12 years of	experience with knowledge of the principles and methods in public transportation, public works, or related industry.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Must have excellent verbal and written communication skills.	
Must have knowledge and adhere to all federal, state, and local rules and regulations.	
Must be able to work effectively with customers and stakeholder partners from diverse backgrounds, experiences, and management levels.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Proficient knowledge of Microsoft Office Suite, and Microsoft Teams.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.

Travel Requirements:

In-State; Domestic