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Director of Human Resources

City of Meriden, Connecticut

Department of Human Resources

CITY HALL
142 EAST MAIN STREET
MERIDEN, CONNECTICUT 06450
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September 28, 2023

Meriden Transit Administrator

Part Time – 19 Hour Work Week

Monday – Friday (Flexible hours between 8:00 AM – 12:00 PM)

Must be able to attend Meetings 3rd Thursday each month at 6:30 PM.

The City of Meriden is hiring a Meriden Transit Administrator to coordinate operations with the City, Meriden Transit District and Parking Commission. This is a highly responsible position involving knowledge of the organization and pertinent policies, rules and regulations and includes general office work.

Qualifications: A high school diploma or the equivalent. Must have valid Connecticut driver's license.

Please read the attached job description.

Salary \$18.00 per hour

Apply on line at <https://tinyurl.com/meridencareers> and you can email your resumes/applications to humanresources@meridenct.gov. Walk-in applications are also available in the Human Resources Department, City Hall, 142 East Main Street, Meriden, CT 06450.

Open until filled.

E.O.E.



City of Meriden Job Description

Meriden Transit Administrator

General Description

This is a responsible position involving knowledge of the organization and pertinent policies, rules and regulations. The position requires monitoring of all aspects of the Transit District, including, fixed route system, commuter system and state owned parking used by commuters.

Supervision Received

Works under the general direction of the Senior Center Administrator

Examples of Duties

- Supervises 3-way Contract among Department of Transportation (DOT), City of Meriden and Bus Company.
- Manages ticket sales in the Meriden Senior Center.
- Coordinates operations with Meriden Transit District and Parking Commission.
- Communicates as needed with City Hall Staff, Senior Center Staff, DOT Staff, DATTCO and NETCO personnel and members of the public.

Knowledge, Skills and Abilities

- Knowledge of Transit District
- Knowledge of Transit policies, rules and regulations
- Strong verbal and written communication skills, including active listening.
- Critical thinking and problem-solving skills
- Strong time management skills (organization, prioritization, multitasking).
- Proficiency with use of computers (Word, Excel, Email, Calendar)
- Ability to use discretion, maintain confidentiality, and ethical conduct
- Ability to adapt to changing environments
- Ability to work independently
- Ability to read and write in English



City of Meriden Job Description

Qualifications

High school diploma or equivalent

Special Requirements

Must hold a valid state of Connecticut Motor Vehicle Operator's License