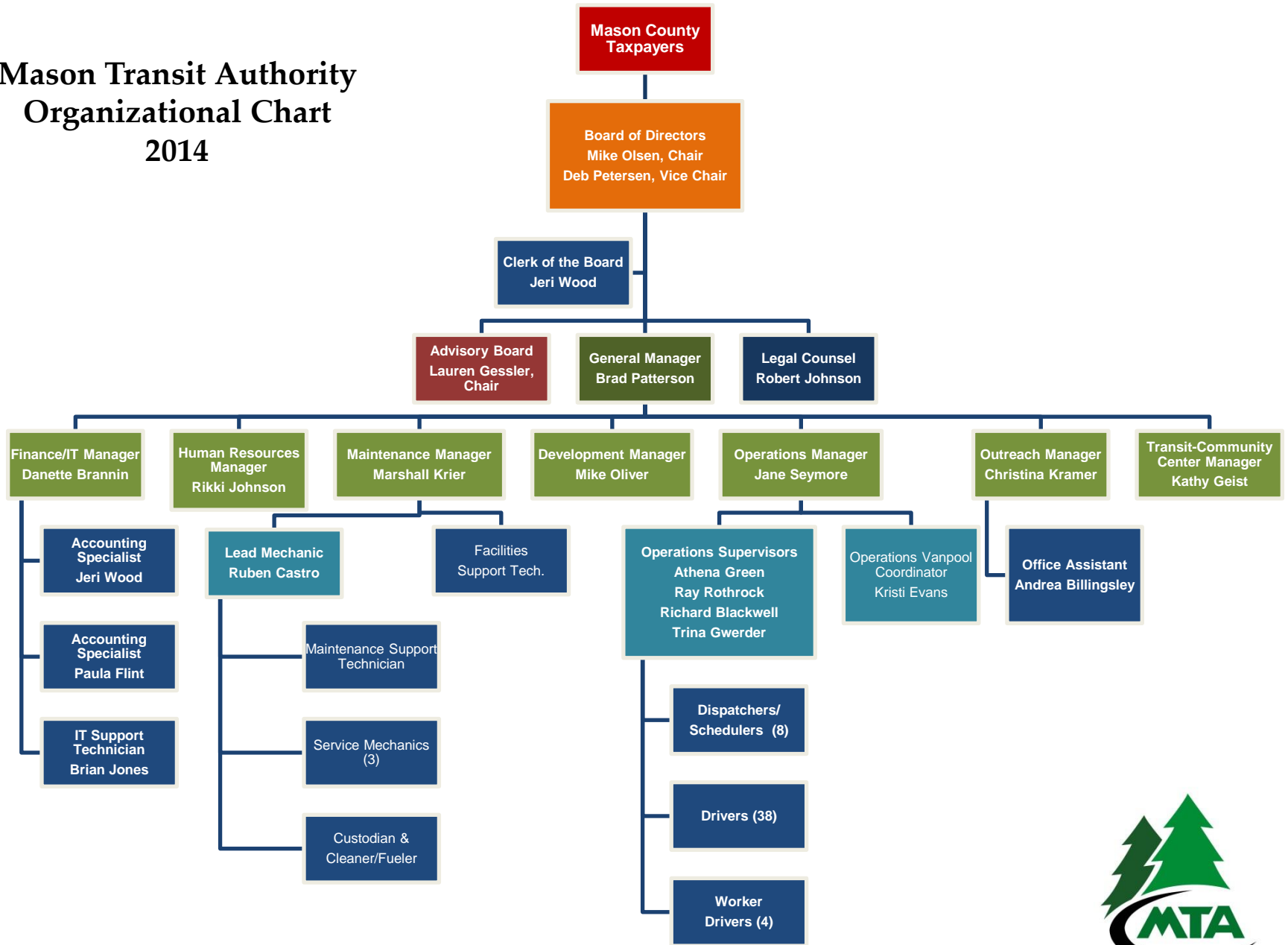


Mason Transit Authority Organizational Chart 2014



MTA's ROLES & RESPONSIBILITIES

Expectations for All Employees:

Supports Mason Transit Authority's vision, mission, and values by exhibiting the following behaviors of a teammate in a world-class transit agency: A personal commitment to providing outstanding customer service, excellence, collaboration, innovation, respect and personalization, caring for our community, teamwork, and ownership of actions. Demonstrates integrity, honesty and ethical behavior; personally acknowledges and accepts responsibility for meeting expectations and correcting mistakes; communicates effectively, exhibits self-control, and responds to feedback non-defensively; practices workplace safety, complying with all safety policies and procedures; takes responsibility for efficient, effective use of time, equipment, and resources.

Brad Patterson, General Manager

- Overall Leadership & Direction
- Principal Advisor to Board
- Establishes Goals & Objectives

Rikki Johnson, Human Resources Manager

- Employee Relations
- Performance Management
- Safety, Wellness & Training
- Benefits & Compensation
- Recruitment

Danette Brannin, Finance/Technology Mgr.

- Financial Planning
- Accounting & Budgeting
- Grants
- Procurement
- Financial Capital Projects
- Technology Management

Paula Flint, Accounting Specialist

- Payroll
- Benefit Administration

Jeri Wood, Accounting Specialist

- Clerk of the Board
- Accounts Receivable
- Accounts Payable

Brian Jones, IT Support Technician

- Computers & Telephones
- Data Security & Protection
- Technical Support & Training

Kathy Geist, Transit-Community Center Mgr.

- Tenant Leases & Contracts
- Coordinate Events Calendar
- Oversight of the Facility

Mike Oliver, Development Manager

- Grants Research Writer
- Lead for Transit-Community Center
- Capital Project & Service Development

Christina Kramer, Outreach Manager

- Internal & External Outreach
- Marketing & Advertising
- Oversight of Alternative Transportation Programs
- Deputy Clerk of the Board

Andrea Billingsley, Office Assistant

- Receptionist
- Sales & Consignment of Bus Passes
- Volunteer Driver Program
- Assists Leadership Team

Jane Seymore, Operations Manager

- Daily Coordination of all Transit Operations
- Safe, Reliable & On-Time Performance
- Service Delivery & Improvement
- After School Activities Program
- Drivers & Worker Drivers
- Dispatchers & Schedulers
- Driver Training

Operations Supervisors

- Service Supervision
- Wellness Program
- Driver Performance
- Driver Safety
- Scheduling & Dispatching Efficiencies
- Driver Training
- After School Activities Service

Operations Coordinator

- Vanpool and Community Vanpool Programs

Operators / Drivers

- Operation of Vehicles
- Fare Collection
- Transportation of Passengers in a Safe, Courteous, Reliable and Timely Manner

Schedulers / Dispatchers

- Coordinates Transportation
- Coordinates Drivers & Assignments

Marshall Krier, Maintenance Manager

- Daily Coordination of Facilities & Vehicle Maintenance
- Vehicle Procurement
- Inventory & Purchasing

Ruben Castro, Lead Mechanic

- *Mechanic Supervision*
- *Vehicle Prevention, Maintenance & Repair*

Maintenance Support Technician

- Inventory Control
- *Vehicle Prevention, Maintenance & Repair*

Facilities Technician

- Facilities Maintenance
- Shelter Maintenance

Service Mechanics

- Vehicle Prevention, Maintenance & Repair
- Fare Collections

Custodian & Cleaner/Fueler

- Clean Facilities
- Custodial Supply Inventory
- Clean and Fuel Buses
- Fare Collections