



JOB DESCRIPTION

Name:	
Job Title: Transportation Director	Revision Date: April 2024
Administrative Relationship – Reports To: Team Supervisor	
Human Resource Use Only:	
EEO Class:	FSLA Status: Exempt

Purpose of the Role:

The Transportation Director will oversee the NDFU Transportation Department, which provides tours and excursions and manages Farmers Union Logistics, Ltd, (FULL) a transportation logistics company. The Transportation Director will provide strategic direction for NDFU tours and excursions and FULL, including fleet, financial and supply chain management.

Key Responsibilities:

- Provide strategic direction for NDFU tours and excursions.
- Coordinate drivers, trip schedules and trip planning activities.
- Work with Transportation, Education and Membership departments to identify opportunities to provide educational tours in North Dakota and the Upper Midwest.
- Oversee Farmers Union Logistics, Ltd., including managing driver scheduling and fleet management.
- Help develop strategic plan for FULL that will enhance profitability and lead execution of the strategic plan.
- Manage product ordering for FULL and build relationships with vendors to supply family farm-grown products.
- Manage relationship between FULL and Farmers Restaurant Group to manage product delivery and identify opportunities to provide family farm-grown products to the restaurants.
- Work with cooperatives and other partners to support development or improvement of transportation logistics systems.
- Manage regulatory compliance processes and reporting for motorcoaches and FULL.
- Occasional motorcoach or truck driving, as needed.

Knowledge, Skills and Abilities:

- Knowledge of transportation logistics and fleet management.
- Knowledge with product procurement and regulatory compliance processes.
- Ability to work independently, meet deadlines, and provide project updates.
- Effective written, verbal and interpersonal communication skills.
- Ability to analyze data, including financial data, and produce reports.
- Demonstrated ability to work with all skill types and levels of personnel and members.
- Demonstrated experience leading teams and projects.
- Performance assessment and corrective action skills.
- Ability to exhibit exceptional customer service skills at all times.

Education and Experience

- Bachelor's degree in Business, Marketing, Transportation, Agriculture or related fields preferred. Willing to train the right individual with relevant work experience.
- 10 or more years of experience in transportation or related careers.
- CDL preferred. Willing to train the right individual.

Working Conditions:

- Statewide travel
- Jamestown N.D. office position with some day, evening and weekend work when necessary

