

Washington

## GENERAL MANAGER

# \$101,000 - \$122,283

*Plus Excellent Benefits*

*Apply by*

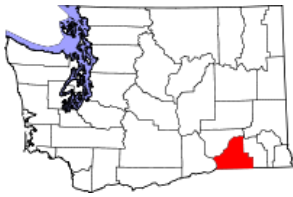
**April 21, 2019**

*(First Review, Open Until Filled)*

***PROTHMAN***



**WHY APPLY?**



Headquartered in Walla Walla Washington nestled at the base of the Blue Mountains only 5 miles north of the Oregon border in southeastern

Washington, Valley Transit provides public transportation for people who live and work in Walla Walla County. The County seat of Walla Walla is a place where scenic beauty, internationally recognized wineries, renowned restaurants, cultural inspiration, outdoor adventures and small-town friendliness come together to create an experience that has landed the region on many lists, including the 10 Most Beautiful Towns in Washington in 2015, the 15 Most Underrated Cities in the US in 2015, the 10 Best Worldwide Wine Travel Destinations in 2014, and best Wine Town by Sunset Magazine in 2018. If you are an experienced management professional looking to lead a team of dedicated staff to provide excellent services to a close-knit community in an area abundant with amenities, this is the right position for you!



The City of Walla Walla is home to an all-American downtown corridor and 20 public parks, which offer miles of recreational trails. The City is known to be the "hub city" for medical, professional and business services for Southeastern Washington and Northeastern Oregon. Major employers include food processors, machinery and irrigation manufacturers, and schools and colleges, including Whitman College, and Walla Walla University.



The area boasts three 18-hole golf courses, over 100 world class wineries, recreational trails, swimming pool, and local rivers allow for residents of all ages to enjoy a variety of recreational opportunities, including picnicking, recreational sports, cycling, fishing, hunting, golf, and winter sports in the Blue Mountains. The City also has outstanding public and private schools, including Whitman College, a four-year liberal arts college and the oldest college in the state, Walla Walla Community College and Walla Walla University, a private four-year institution in College Place.

**THE REGION**

With a population of roughly 61,000, Walla Walla County covers an area of just under 1,300 square miles and is the perfect place to experience all four seasons with its warm sunny summers, crisp yet moderate winters and spectacular springs and falls that fill the area with color. Walla Walla has long been known as one of the most fertile agricultural areas in the nation, producing such crops as wheat, asparagus, strawberries and the famous Walla Walla Sweet Onions. The city of Walla Walla is the county seat and is the largest city in the county with a population of 31,132. The County was formed in 1854 and is named after an Indian name meaning "many waters".

The second largest city within Walla Walla County, the City of College Place, was given its name in 1891, after Seventh-day Adventists in Washington and Oregon decided to establish a college in the area adjacent to Walla Walla's southwest border. Today the area is home to just over 9,000 residents and is primarily residential. Home to the majority of Walla Walla University's students, the College Place campus is located about three miles west of Walla Walla.





## THE ORGANIZATION

Valley Transit is a special-purpose municipal corporation providing public transportation services to the cities of Walla Walla and College Place and parts of unincorporated Walla Walla County. The Public Transportation Benefit Area was created in 1979 by the Walla Walla County Board of County Commissioners and funded by a public vote in March of 1980, approving a sales tax of three-tenths of one percent to fund operations. Valley Transit began operations in January of 1981. In February of 2010, voters increased the local sales tax dedicated to transit to six-tenths of one percent.

Valley Transit employs 58 full and part-time employees with a 2019 total operating budget of \$5.5 million. The organization is governed by an appointed eight-member Board of Directors. The Board consists of elected officials from the Walla Walla County Board of Commissioners, the College Place City Council, the Walla Walla City Council, and a non-voting representative from the Amalgamated Transit Union.

Valley Transit offers innovative choices when it comes to public transportation through four departments including Operations, Maintenance, Human Resources, and Administration. Valley Transit operates nine fixed routes from 6:15am to 5:50pm, Monday through Friday, and also offers a variety of van-based special transportation services under the name Valley Transit Plus, including Dial-A-Ride, evening and Saturday flex-route service, job access, and vanpool. In 2017, combined ridership for all modes of service totaled 730,454.

## THE POSITION

Under the direction of the Board of Directors, the General Manager administers, supervises and coordinates the overall activities and functions of the transit system, and is responsible for effectively providing leadership and direction to the system while complying with various State, Federal, and local regulatory laws. The Manager ensures the efficient utilization of employees, funds, materials, facilities and time, and maintains close working relationships with elected officials, City and County Departments, citizen groups and outside agencies. The General Manager implements the Valley Transit Board of Directors decisions and policies.

### Other responsibilities include:

- Provides staff support to the Board and its appointed committees, receives requests and assignments from the Board, and initiates appropriate action. Provides written or oral summaries of action taken or information obtained as required.
- Directs administrative functions of the system including fiscal management development; monitoring of accounting procedures; internal auditing; personnel policy interpretation and implementation; preparation of financial documents and budgets; facility maintenance; and purchasing.
- Supervises the operation, maintenance, and promotion of the transit system in an efficient manner, providing safe and satisfactory service to the public, including preventive and mechanical maintenance to vehicles.
- In cooperation with a marketing firm and the approval of the Board, develops marketing procedures and programs for the support of Valley Transit's service to the community. Procedures may involve bus and media advertising, social media programs, bus routing, timing, and surveys.



## OPPORTUNITIES & CHALLENGES

**Sustainable Long-term Funding:** The agency needs to continue its emphasis on sustainable operations current and into the future and continue to be very deliberate with new initiatives.

**Technology in Transit:** The General Manager will explore options and initiate new technology to improve service and communication to customers.

**System Wide Review:** The General Manager must conduct a comprehensive review of the services, operations and administration of the agency.

**Transit Center:** Working with community partners and local agencies to develop and implement a plan for the safety of customers and staff will be a priority for the new General Manager.

## IDEAL CANDIDATE

### Education and Experience:

A Bachelor's Degree from an accredited college or university, and four to six years of increasingly responsible planning and management level experience is required. Candidates must possess or obtain a Washington State driver's license by time of hire.

### Necessary Knowledge, Skills and Abilities:

- Knowledge of modern concepts and techniques in the field of management, and experience with personnel selection, hiring and management.
- Ability to recognize and grasp community needs and develop sound, balanced approaches to meeting those needs through sophisticated planning processes.
- Skill in planning, developing and maintaining detailed administrative, technical programs and projects which require considerable initiative, creativity and analysis.
- Ability to prepare and direct the preparation of comprehensive reports, presentations, budgets and correspondence. Knowledge in planning and implementing a sound fiscal program.
- Strong written and oral communication skills with the ability to address a range of issues to a variety of audiences.
- Ability to organize, develop and maintain a network of productive relations with the Board of Directors, community groups, government officials, media and the general public.

- Experience performing effectively under pressure while maintaining a sense of humor and common-sense approach.
- Demonstrated skill in achieving community consensus in public issues and hearings.
- Excellent human relation skills to motivate and direct staff.
- Ability to identify problems, research alternatives, and implement viable solutions.
- The ideal candidate will make a long-term commitment to the agency and community and have a desire to join community groups.
- Ability to be a visionary leader, while recognizing the very deliberate, sustainable growth the agency follows.
- Demonstrated political savvy, and the ability to build and maintain collaborative relationships, navigating decision making with government entities that have differing objectives.
- Knowledge and experience with labor relations, and creating a positive, collaborative work environment between management and labor.
- Willingness to allow for ideas and feedback from all levels of the organization, and the ability and respect to explain the "why" on major decisions affecting the agency.
- The ideal candidate will be a leader who is not afraid to hire and work with staff who may have more experience or knowledge than he/she does and will create and sustain a culture of safety for customers and staff.

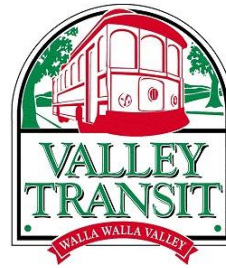
Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.



## COMPENSATION & BENEFITS

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- **\$101,000 - \$122,283 DOQ**
- Medical & Dental Insurance
- Life and AD&D Insurance
- Short and Long-Term Disability
- Public Employees' Retirement System (PERS)
- 12 Paid Holidays
- 12 Days Sick Leave
- Vacation



Please visit:  
[www.valleytransit.com](http://www.valleytransit.com)

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Valley Transit is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 21, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



[www.prothman.com](http://www.prothman.com)

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