



## ADMINISTRATIVE SERVICES DIRECTOR

# UP TO \$130,573

*Plus Excellent Benefits*

Apply by

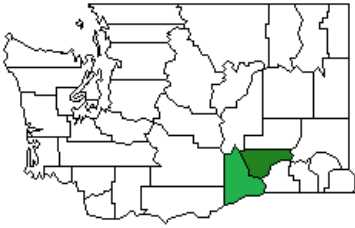
**June 2, 2019**

*(First Review, Open Until Filled)*

## **PROTHMAN**



## WHY APPLY?



Located among the Columbia, Yakima, and Snake Rivers in southeastern Washington, Ben Franklin Transit provides public transportation for people who live and

work in both Benton and Franklin County. The area averages 300 days of sunshine a year, allowing residents and visitors to enjoy a multitude of outdoor activities, from water sports to golf to wine touring to outdoor theater.

Ben Franklin Transit (BFT) is a highly regarded agency and enjoys a great workplace culture and environment that is built on trust, pride, and teamwork. The agency has been recognized as one of the "Most Improved Transit Systems in the United States" by Metro Magazine.

BFT offers the right candidate an excellent career opportunity while working with a dedicated team to provide excellent customer service and vision to a vibrant community with a bright future!

## THE REGION

Embedded in the heart of wine country and a rich agriculture community, Richland is located at the confluence of the Snake, Yakima, and Columbia Rivers and its sister cities of Kennewick, Pasco, and West Richland make up the Tri-Cities (population 273,100), fourth largest metropolitan area in Washington State.



Because of the mild climate and an abundance of warm, clear sunny days each year, Tri-City residents can enjoy a variety of outdoor recreation activities including hiking the trails of Badger Mountain, water-skiing or kayaking on the Columbia River, hitting the links at one of the ten beautiful golf courses, or horseback riding through Red Mountain wine country. The Tri-Cities is also a sports minded community, providing many public athletic facilities and two professional sports teams: Tri-City Americans WHL Ice Hockey and Tri-City Dust Devils, a professional Single A affiliate of the San Diego Padres. The region has its share of fine sports venues in the mix, boasting state-of-the-art softball fields and many soccer and baseball fields. Residents enjoy the Tri-Cities' unique local flavor, excellent school system, low crime rate, diverse recreational opportunities, and regional attractions. Richland is just a few hours' drive from the major urban centers of Seattle, Spokane and Portland, and the Tri-Cities Airport has direct flights to Seattle, Denver, Salt Lake City, Las Vegas, Minneapolis, Los Angeles, Phoenix and San Francisco.

For more information about the Tri-Cities area, visit:

- [www.visittri-cities.com](http://www.visittri-cities.com)
- [www.tricityregionalchamber.com](http://www.tricityregionalchamber.com)
- [www.tridec.org](http://www.tridec.org)

## THE ORGANIZATION

### Mission Statement

*To provide exceptional and cost-effective transportation services that consistently exceed customer expectations while promoting the principles and practices of livable communities and sustainable development.*

Ben Franklin Transit is a municipal corporation, which provides public transportation services in a 616 square mile area located in Benton and Franklin Counties. The area includes the cities of Kennewick, Pasco, Richland, West Richland, Benton City, Prosser and certain unincorporated areas of Benton and Franklin County. The service area contains a population of approximately 270,170 residents.

Ben Franklin Transit was formed May 11, 1981, when the voters in the service area voted to levy a 0.3 percent sales tax to support public transit. In April 2012, Ben Franklin Transit was classified as a Large Urban Transit.



BFT has a 2019 operating budget of \$42,022,300 and a capital budget of \$22,012,566 which are balanced with 2019 Operating Revenues, Federal/State Awards and Reserves. BFT employs 318 full and part-time employees, both union and non-union. BFT offers innovative choices when it comes to public transportation. In September 2017, BFT launched a comprehensive fixed route service change which established 17 fixed routes and added 28,000 hours of service.

This service expansion was accompanied by technology upgrades including mobile data terminals for Operators, GPS activated visual and audible announcements, automated passenger counters, performance data tracking and reporting software for NTD reporting and Wi-Fi modems for an enhanced customer experience. BFT also provides paratransit (Dial-A-Ride) services to the Public Transit Benefit Area (PTBA), taxi feeder, Trans+Plus Night and Sunday Service, and Demand Response services, as well as connector services for outside of BFT's PTBA.

In 2017 combined ridership for all modes of service totaled 3,301,942. In 2018, the agency is anticipating \$2.7 million revenue miles and 160,000 revenue hours. Boarding are expected to reach over 2.3 million.

Capital Projects planned for 2018-2023 total nearly \$50 million; 48% of this investment will come from local funds, demonstrating the financial strength of the organization. \$8 million has been set aside for amenities upgrades over the next five years.

BFT has had several achievements including the City of Richland's "Green Business of the Year" award and the Governor's Award for Pollution Prevention and Sustainability. In 2008, Ben Franklin Transit set all-time ridership records with just over 5.5 million passenger boarding's.

BFT is governed by an appointed ten-member Board of Directors. The Board consists of two Franklin County commissioners, one Benton County commissioner, and a city council member from each of six cities within BFT's service area, and one non-voting Collective Bargaining Representative. The overall management of BFT is divided into six departments; Transit Operations, Fleet and Facilities, Human Resources and Labor Relations, Marketing and Communications, Planning and Service Development, and Administrative Services. The department directors make up a strong leadership culture at BFT.

As a community partner, BFT provides over 34,800 rides each year to special events such as the annual International Hydroplane Race and Air Show, Benton County Fair, Cable Bridge Run, and Art in the Park.

## THE POSITION

As a member of the executive leadership team, the Administrative Services Director supervises 12 department staff and is responsible for planning, organizing, directing, and administering the functions of the Administrative Services Department, including all Financial, Public Records, Information Technology, and Procurement functions. The Director performs long-range financial forecasting and strategic planning for revenues and expenditures of Agency funds in accordance with established policies, legal requirements, and professional standards.

### Other responsibilities include:

- Plan and direct duties related to the oversight of the expenditure of funds ensuring compliance with all statutes, ordinances, rules, and other regulations.
- Prepare comprehensive operating budget by analyzing existing data and forecasting numbers that aligns with the short-term goals of the Agency.
- Construct and deliver highly complex statistical and financial models to forecast business performance consistent with Agency's long-term goals.

- Identify opportunities to develop and enhance operation efficiencies of the department.
- Compile and summarize statistical data to create financial presentations for the Board of Directors.
- Oversee the Disadvantaged Business Enterprise (DBE) program and inform General Manager and Board of Directors of DBE issues.
- Participate in various agency meetings and committees. Collaborate with internal departments and external groups.
- Oversee selecting, orienting, and training of employees, and develop personal growth opportunities.
- Plan, direct, and review the work plan for assigned staff, assign work activities, and ensure compliance with Agency policies and procedures.
- Facilitate and oversee internal and external audit functions, such as National Transit Database (NTD), Washington State Auditor's Office annual audits, Federal Transit Administration's Triennial Review.
- Serve as principal auditor and treasurer for the Agency and responsible for treasury management functions and investments.
- Oversee the public records request process and records retention policies and procedures.
- Prepare reports, policies, procedures, correspondence, and other documents.

## OPPORTUNITIES & CHALLENGES

- 1. Updating Policies:** Ben Franklin Transit is working to update the organizations administrative and organizational policies and procedures, including reviewing, updating, and creating these policies and procedures. Much of this work will be led by the Administrative Services Department.
- 2. Finances:** The Administrative Services Director will continually manage the organization's general finances and accounting. This will require the ASD to be familiar with federal transit funding rules and grant opportunities.
- 3. Budget Oversight:** The ASD will perform budget oversight of capital projects relating to modernization and expansion of transit centers and the redesign of the corporate campus.
- 4. Executive Oversight:** The ASD is expected to provide executive oversight and guidance for the implementation of administrative and transit operating information technology initiatives, coordinating with multiple agency departments.



## IDEAL CANDIDATE

### Education and Experience:

A Bachelor's Degree in Accounting, Finance, Economics, or a related field and five-years of increasingly responsible financial and management level experience is required. Seven years of related experience, and CPA or CPFO is preferred. Candidates must possess or obtain a Washington State driver's license by time of hire.

### Necessary Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of accounting, finance, public sector procurement and contracting, budget preparation and control, industry best practices, and internal controls.
- Knowledge of Uniform System of Accounts (USOA), Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), Budgeting, Accounting and Reporting System (BARS), and Generally Accepted Auditing Standards (GAAS).
- Ability to interpret and apply strategic and organizational management principles and practices.
- Understand and apply Federal, State, and local laws, rules, codes and regulations governing public transit systems.
- Strong comprehension of technical concepts with the ability to communicate them effectively to individuals of various technical abilities, skills, and backgrounds.
- Experience presenting financial information before managers and Board of Directors.
- Ability to learn new technologies, policies, procedures and guidelines established by professional organizations and/or governing agencies.
- Understand, follow, and communicate clearly and concisely, both orally and in writing.

- The ideal candidate will share time and knowledge with others, adjust priorities as circumstances dictate, and have a history of following through on commitments. The ability to accept responsibility for actions, and resolve interpersonal conflicts constructively is a must.
- Candidates will demonstrate an awareness and respect of cultural and individual values, treating all people with dignity, courtesy and respect.
- Experience anticipating the needs of internal and external customers, delivering quality work products and services within expected timeframes.
- A willingness to take new approaches to situations, encouraging new ideas and improvements.
- The ideal candidate will actively encourage environmental benefits and the conservation of natural resources.
- Experience adhering to safety related laws, regulations, standards, and practices, performing work in a safe manner, and encouraging and supporting others to be safe while at work.
- The ability to simplify complex financial information and present it in an understandable way to a variety of audiences.
- The ideal candidate sees the big picture in relation to department operations and culture and understands the organizational impacts of personnel decisions.
- An understanding of government and/or transit finance, including federal transit funding, including the ability to research and obtain grants to enhance service delivery.
- Executive level experience with policies, procedures and program management, including an understanding of general business services with transit operations.

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

- **Up to \$130,573 DOQ**
- Medical & Vision
- Dental
- Life and AD&D
- Short and Long-Term Disability
- Employee Assistance Program
- Health Reimbursement Account
- Competitive Paid Leave Program
- Public Employees' Retirement System (PERS)
- Optional Deferred Compensation / 457 Plans
- Optional Supplemental Insurance
- 6 Holidays & 2 Floating Holidays

Please visit:  
[www.bft.org](http://www.bft.org)



Ben Franklin Transit is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 2, 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.

**PROTHMAN**

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

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