



POSITION DESCRIPTION

POSITION: DIRECTOR

ANNUAL SALARY: \$65,000 - \$75,000 D.O.Q.

POSITION SUMMARY:

This is a professional position involving the administration, management and executive duties of the Pacific Transit System for the overall benefit of the citizens of Pacific County. The Director represents Pacific Transit Board throughout the community and the State, is articulate with advanced public speaking skills, excellent written and oral communication abilities, works well with diverse communities, people-oriented, politically conscious, a positive visionary and has a good foundation in all aspects of management including: finance, administration, operations, maintenance, human resources, planning and marketing.

ESSENTIAL FUNCTIONS:

Plan, direct, supervise and coordinate the activities of the Operations, Maintenance, Administration and Finance of Pacific Transit System, as well as all other assigned functions by the Pacific Transit Board.

Attend all meetings of the Pacific Transit Board at which his/her attendance may be required by that body.

Responsible for the overall performance of the transit system in conformance with Pacific Transit's objectives, policies and procedures including the appointment and removal of staff personnel. Appointment and removal power shall be subject to applicable laws, rules, regulations, and contract or employment agreements.

Ensure that all local, state and federal laws, rules, regulations, contracts and agreements as may affect Pacific Transit System are followed and obeyed subject to recognized authority granted another designated person or agency in time of emergency.

Submit to the Authority such reports as may be required that body or as he/she may deem advisable to submit.

Keep the Pacific Transit Board fully advised of operational, maintenance, administrative, financial, planning and marketing conditions of the transit system and its future needs, recommending solutions as appropriate.

Review, analyze, prepare and submit a budget as required and be responsible for its administration upon adoption.

Establish and maintain effective citizen participation plans, media contacts and public relation programs.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree in Public Administration, Business Administration, Urban and Regional Planning or Transportation Management. Additional related experience may be substituted for the educational requirement on a year-for-year basis.
- At least five years of experience as a senior manager or department head level position preferably with a public transportation agency.
- **At least two years of recent experience as a manager or supervisor in a union setting, preferably public.**
- Experience in working with elected official and board members.
- An understanding and familiarity of transportation issues affecting rural areas.
- Documental ability to establish and maintain effective working relationships with bargaining units while maintaining a collaborative philosophy.
- Proven ability to provide positive public relations and consensus building among diverse groups.
- Demonstrated ability preparing grant applications and grant administration.
- In-depth knowledge of financial administration.
- Possession of a current Commercial Driver's License with passenger endorsement, or the ability to get one in six months of hire.

Pacific Transit System has a policy of a drug-free and alcohol-free workplace. Employment is contingent on passing a substance abuse test. The Director is considered a safety-sensitive position, and therefore is subject to the drug and alcohol testing program, including random tests, throughout their period of employment.

Pacific Transit System is an Equal Opportunity and Affirmative Action Employer and complies with the Title VI of the Civil Rights Act. Applicants will receive consideration for employment without regard to sex, marital status, race, color, creed, national origin, age, Veterans status or disability.

COMPENSATION & BENEFITS:

- Salaried position with an expectation of at least 40 hours per week; may include weekend and nights as needed
- Annual salary negotiated depending on qualifications
- Position is exempt from FLSA and overtime compensation
- Non-Union position
- Medical, dental, vision, disability and life insurance as offered other non-represented employees of Pacific Transit System
- Participate in the Washington State retirement plan
- Other benefits as may be negotiated

Updated 08-27-2020
Updated 04-10-2014
Updated 01-01-2010
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