



Position: General Manager
Reports to: Authority Board
Status: Full-Time, Exempt

JOB DESCRIPTION

EXPECTATIONS:

Supports Mason Transit Authority's vision, mission, and values by exhibiting the following behaviors of a teammate: A personal commitment to providing outstanding customer service, excellence, collaboration, innovation, respect and personalization, caring for our community, teamwork, and ownership of actions. Demonstrate integrity, honesty and ethical behavior; directs the fiscal management of the agency by applying prudent financial stewardship of public funds; personally acknowledge and accept responsibility for meeting expectations and correcting mistakes; communicate effectively, exhibit self-control, and respond to feedback non-defensively; execute principles of workplace safety; comply with all safety policies and procedures; practice workplace safety, comply with all safety policies and procedures; take responsibility for efficient, effective use of time, equipment, and resources.

CORE JOB FUNCTIONS:

Mason Transit Authority's (MTA) General Manager provides overall leadership and direction to all MTA services and resources; and serves as principal advisor to the Mason Transit Authority Board. The General Manager establishes annual goals and objectives, short- and long-range plans, and procedures to ensure the policy direction of the Authority Board is carried out in an expeditious and cost-effective manner. A primary responsibility is to serve as a representative and to strengthen relationships with other agencies, jurisdictions, state and federal regulatory agencies, local media, citizen interest groups and private businesses.

As the General Manager, provides leadership and direction to the Leadership Team and serves as the top-level executive responsible and accountable for interpreting and carrying out the Authority Board's directives. Acts as liaison between the Authority Board and all Mason Transit employees and is sole employee answering directly to the Authority Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, develop, expand and enhance the scope, type, efficiency, quality and variety of transit services provided by the Agency in response to community needs and customer requirements, and consistent with Authority Board policies and directives.
- Direct and oversee the operation, maintenance, and promotion of the transit system in an efficient manner providing safe, efficient, and effective service to the public.

- Work collaboratively with the Authority Board to formulate, develop and implement long- and short-range goals and objectives for the Agency; develop proposals and make recommendations concerning Agency directions, services, funding, management and related issues.
- Supervise and evaluate the performance of Agency management staff; provide leadership and executive direction; review and evaluate the progress of management programs, projects and activities; delegate responsibility as appropriate and ensure staff development and training opportunities are provided.
- Attend, chair and participate in a variety of meetings within the Agency and in the community; confer with Agency managers and personnel, local/regional public and regulatory agencies, transit officials, legislators, vendors, customers and others to exchange information and resolve complex management issues related to Agency services and operations.
- Develop and project a positive image for the Agency; interact with media representatives and participate in interviews as requested; prepare or approve news releases, public service announcements and advertising related to Agency services and special programs.
- Respond to inquiries from external sources regarding Agency services, programs and projects; provide information concerning existing transit services and future service plans; resolve complex issues related to unique circumstances and unusual situations.
- Prepare and review comprehensive narrative and statistical reports to the Authority Board and regulatory agencies as required; provide historical information and current perspectives to facilitate informed decision-making; direct the development and distribution of agendas for meetings of the Authority Board and other groups as required.
- Direct the development of the Agency's annual budget; review and analyze funding requests and determine appropriate priorities; ensure the application of sound fiscal management principles and practices, and the integrity of the Agency's financial position.
- Direct and oversee the preparation of personnel policies and initiatives, including negotiation and administration of collective bargaining agreements, wage and benefit administration, recruitment and selection, discipline and wage levels.
- Direct and oversee the preparation of specifications, bid documents, advertisements and other materials required for the purchase of vehicles, equipment and services; ensure compliance with Authority Board policies and applicable laws, ordinances and regulations; communicate with vendors and suppliers to ensure efficient procurement of goods and services.
- Administer and manage all transit related grant applications, contracts, leases.
- Assist legal counsel, act as final arbiter in interpreting legislation and regulations that govern the Agency.
- Direct the ongoing development and evaluation of Agency services; ensure the preparation, distribution and analysis of surveys, questionnaires and other customer input concerning the quality, availability and adequacy of transit services.
- Attend a variety of meetings in the community and region and make oral presentations as requested.

- Ensure the preparation, maintenance, retention, storage and accessibility of Agency records and reports.
- Performs other duties of a similar nature or level.
- Coordinate and make informed decisions to keep operations running smoothly when responding to emergency situations including state or federal emergency proclamations

Knowledge, Skills and Abilities:

The General Manager of Mason Transit Authority is thoroughly competent, fully seasoned and possesses the extensive knowledge, skills and abilities listed.

- Knowledge of:Principles and practices of effective rural community public transit agency management.
- Applicable local, state and federal laws, grants, circulars and other regulations related to public transportation and the Federal Transit Administration (FTA)Rural community transportation services, alternatives and technology.
- Local, regional, state and federal agencies, organizations and groups involved in transit planning and development.
- Transit service design, development, enhancement and expansion.
- Budget preparation, administration and control.
- Local economy and transportation infrastructure.
- Fiscal management principles, practices and methodology.
- Labor contracts and employment laws and regulations
- Oral and written communication skills, including effective public speaking techniques.
- Principles of management and supervision.
- Consensus- and team-building skills.

Skill and Ability to:

- Plan, organize, direct and provide executive leadership in the management of Mason Transit Authority.
- Represent the Agency at meetings with the Authority Board, local officials, civic groups, regulatory agencies and community business leaders.
- Develop and implement long- and short-range plans in accordance with Agency goals and customer needs.
- Monitor legislative and environmental trends for the future of rural public transportation in Mason County and the connecting areas.
- Speak effectively before large groups on complex and sensitive issues related to the accessibility, routes, costs and efficiency of public transit services.
- Confer with Authority Board members and provide timely updates on Agency projects, programs and finances.
- Communication, interpersonal skills as applied to interaction with co-workers, supervisor, elected officials, and the general public sufficient to exchange or convey information and to receive work direction.
- Ability to demonstrate strong listening skills. Including with the general public and all stakeholders.
- Ability to read, analyze, and interpret complex documents, including legislation and contracts.

- Establish and maintain effective and cooperative working relationships with others.
- Supervise and evaluate the performance of management personnel.
- Ability to respond effectively to sensitive inquiries or complaints. Delegate authority and responsibility.

Education and Experience:

- A bachelor's degree in Public Administration, General Business Administration, Transportation Planning, or closely related field. A graduate degree in a closely related field may be substituted for up to two (2) years of the experience requirement described below.

AND

- Ten (10) years of progressively responsible management-level experience; or an equivalent combination of education and experience sufficient to successfully perform the essential function of the General Manager.

Physical Requirements:

The duties of this position require sitting for extended periods of time and use of hands to accomplish work. Occasional travel to various locations, standing, walking, reaching, bending and lifting and carrying up to 30 thirty pounds is required. Reasonable accommodations are made to enable individuals with disabilities to perform the essential functions of this position.

Working Conditions:

Work is performed predominantly in an office environment and requires frequent travel to other locations to attend meetings and conduct work.

Special Requirements:

- Valid Washington Driver's license at time of hire and maintained during the length of employment.
- Adherence to Mason Transit's Drug/Alcohol Workplace Free Policy.
- Comprehensive background check in accordance with the Child and Adult Abuse Information Act RCW 43.43.830-43.43.845.

This Summary Job Description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job; it is intended to be an accurate reflection of those principal job elements essential for making fair pay decisions about this job.

Mason County Transportation Authority is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans status,

disability status, sexual orientation, or any other basis prohibited by federal, state, or local law. Please let Mason County Transportation Authority know if you need accommodations in order to participate in the application process.

Mason Transit Authority follows the requirements of the "Fair Chance Act," RCW 49. We will not inquire about prior arrests and convictions until after we determine an applicant is otherwise qualified for the position for which the applicant applied, except as allowed under RCW 49. There are specific exemptions for applicants working with children under 18 years of age, or vulnerable persons, certain financial institutions, law enforcement, and volunteers.

Employee acknowledgement of receipt of job description.

General Manager's Signature

Date

Authority Board Chair's Signature

Date