



Shelton, WA

GENERAL MANAGER

\$87,546 - \$106,413

Plus Excellent Benefits

Apply by

May 9, 2021

(First Review, Open Until Filled)

PROTHMAN



THE REGION



Located between the Puget Sound and the Olympic Mountains, Mason County has approximately 67,000 residents and covers 1,051 square miles.

The City of Shelton is the only incorporated city within Mason County, with the surrounding communities of Allyn, Grapeview, Belfair, Hoodspport, Kamilche, Skokomish, and Union offering residents breathtaking views, world-class activities including scuba and skydiving, a thriving culinary scene from locally sourced and wild-caught food, and an active social calendar packed with live music and multiple community events.

Shelton is the county seat and occupies an area of 6.1 square miles. With over 10,000 residents, the City is the population center and service provider for the region. Logging and lumber milling have long been the economic foundation for Shelton, but the economy has expanded in other areas as well.

Shelton is in close proximity to Hood Canal, the only true saltwater fjord in the lower United States. Its clear deep waters provide world-class clamming, shrimp and salmon fishing, scuba diving, and miles of pristine shoreline for boaters, kayakers, and beachcombers to enjoy year-round. Immediately west of Shelton is Olympic National Park and Olympic National Forest. Here you will find mountain trails, thrilling vistas, temperate rainforests, waterfalls and more. Lake Cushman, the Mt. Ellinor Trail and the Staircase entrance to Olympic National Park are just three of the top attractions.



The Shelton School District is composed of seven schools: three elementary, one middle school for sixth and seventh grades, one junior high for eighth and ninth grades, one high school, and one CHOICE alternative school. Olympic College, a two-year community/technical college, has a campus in the northeast part of town.

THE ORGANIZATION

Mason Transit Authority (MTA) is a nationally recognized small rural public transit system with diverse services that provides the local communities in Mason County from a main base in Belfair, Washington, and a Transit-Community Center located in downtown Shelton. MTA operates with 70 FTEs on a 2021 operating budget of \$7,410,931 and a capital budget of \$11,367,099.

In addition to serving the Mason County community since 1992, MTA connects with four area transit systems. MTA’s regional connections provide access to Grays Harbor Transit, Intercity Transit, Jefferson Transit, Kitsap Transit, and Squaxin Island Transit, which in turn provides connections to the ferries, Amtrak, and Greyhound service.

Funding & revenue is provided to Mason Transit Authority as a public transportation benefit area through local sales tax (6/10 %), transit fares, federal and state grants, as well as contracts for services and lease agreements.

Transit leadership is provided by the Mason Transit Authority Board, a nine-voting member board made up of local elected officials: three Mason County Commissioners, one City of Shelton Council member, and five elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioner Districts. There is also one (1) *ex officio* non-voting labor union representative.



There is also one (1) non-voting representative of the public residing in Mason County, Washington, as a citizen adviser to the Board that serves for a period of one year, unless extended by motion of the Board.

MTA works with its taxpayers, Mason County, the City of Shelton, local tribal nations, Peninsula Regional Transportation Planning Organization, Lewis Mason Thurston Area Agency of Aging, other social service agencies, schools, local Chambers of Commerce and Economic Development Council, as well as area employers to increase the quality of life in Mason County by meeting the transportation needs of the community.

MTA has 68 vehicles, consisting of 20 coaches (12 fixed route, 2 medium duty and 6 worker-driver), 21 body-on-chassis buses, 13 vans and 11 vehicles used for maintenance and business. In 2019, MTA provided 460,339 trips. While this number has dipped to 220,308 in 2020 due to the COVID-19 pandemic, ridership is expected to rebound back to normal service levels and continue to increase in years to come.

THE POSITION

Under the direction of the Authority Board, MTA's General Manager provides overall leadership and direction to all MTA services and resources, and serves as the 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.

This position 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. The General Manager also acts as liaison between the Authority Board and all Mason Transit employees and is the sole employee answering directly to the Authority Board.

For a full job description, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

Aging Infrastructure: The incoming General Manager will have the opportunity to decide on how best to assess the conditions of the Johns Prairie Facility and develop an action plan for the aging infrastructure. This may include determining if the General Manager and front office staff move from the Johns Prairie Facility to the Transit-Community Center or another location completely.

Contract Negotiations: The General Manager has the opportunity to lead contract negotiation on the 3rd year of the Driver's contract for wages (June 2022) and for the Maintenance Contract (Effective September 2022).

Retirements and Recruitments: As with many organizations, MTA will see increased driver and maintenance turnover in the next three to five years due to impending retirements. The General Manager will develop a plan to ensure effective recruitment and continued employee longevity. This will also include the recruitment of a new maintenance manager who will be retiring in February 2022.

COVID-19 Downturn: During the COVID-19 pandemic, MTA's ridership has fallen by approximately 67%. The General Manager will determine the best path moving forward, including either a return to full service in Oct 2021 or Feb 2022, or a continuation of partial service.

Moving MTA Forward: Looking toward the future, the General Manager has the opportunity to see through many projects already in the works including a new facility and Park & Ride in Belfair, the Cole Road Park & Ride, and the Pickering Park & Ride. Additionally, the General Manager will develop and implement the use of alternative fuels and fleet electrification policies, and evaluate current services provided including Meals on Wheels & commodity boxes, a Volunteer Driver program, and the vanpool program.



IDEAL CANDIDATE

Education and Experience:

A bachelor’s degree in Public Administration, General Business Administration, Transportation Planning, or a closely related field, and ten (10) years of progressively responsible management-level experience is required. A graduate degree in a closely related field may be substituted for up to two (2) years of the experience requirement described above. Candidates must also have and maintain a valid Washington Driver’s license by time of hire, adhere to Mason Transit’s Drug/Alcohol Workplace Free Policy, and pass a comprehensive background check in accordance with the Child and Adult Abuse Information Act RCW 43.43.830-43.43.845. Any equivalent combination of education and experience sufficient to successfully perform the essential function of the General Manager will be considered.

Necessary Knowledge, Skills & Abilities:

- A proven ability to building trust with staff.
- Knowledge of principles and practices of effective rural community public transit agency management, and 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.
- Knowledge of transit service design, development, enhancement, and expansion; budget preparation, administration and control; local economy and transportation infrastructure; and fiscal management principles, practices and methodology.
- Experience with labor contracts and employment laws and regulations.
- Proven verbal and written communication skills, including effective public speaking techniques.

- Skill in consensus and team building, and knowledge of the principles of management and supervision.
- Ability to represent MTA at meetings with the Authority Board, local officials, civic groups, regulatory agencies, and community business leaders.
- Ability to develop and implement long- and short-range plans in accordance with MTA’s goals and customer needs.
- Experience monitoring legislative and environmental trends for the future of rural public transportation in Mason County and connecting areas.
- Ability to confer with Authority Board members and provide timely updates on MTA projects, programs, and finances.
- Demonstrate strong listening skills, including with the general public and all stakeholders.
- Ability to respond effectively to sensitive inquiries or complaints, and delegate authority and responsibility.

COMPENSATION & BENEFITS

- **\$87,546 - \$106,413 DOQ**
- Medical, Dental, and Vision Insurance
- Employee Assistance Program
- Group Life Insurance
- Long-term Disability Insurance
- Worker’s Compensation
- DRS PERS Retirement
- 12 Days’ sick leave/year
- 12 Days’ vacation (increase with longevity)
- 10 Paid holidays/year
- 2 Days’ personal leave
- Aflac, Legal Shield, FMLA, and PFML
- Wellness Program

Please visit:
www.masontransit.org

Mason Transportation Authority is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 9, 2021** (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** and click on "**Open Recruitments**", select "**Mason Transportation Authority, WA – General Manager**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050