



INTERcity TRANSIT

Olympia, WA

DEVELOPMENT DIRECTOR

\$108,451 - \$145,932

Plus Excellent Benefits

Apply by

September 12, 2021

(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



Home to more than 290,000 residents, Thurston County is 60 miles south of Seattle and 100 miles north of Portland, Oregon. Intercity Transit serves the cities of Lacey, Olympia, Tumwater, Yelm and the unincorporated areas of Thurston County, which is located on the southern end of Puget Sound. The neighboring cities of Olympia, Lacey and Tumwater form a community of just over 135,000 residents. Majestic Mount Rainier and the rugged Cascade Mountains are nearby to the east, while the Pacific Coast is just an hour drive to the west.

Olympia is the capital of the state of Washington, the county seat of Thurston County and is the southern gateway to Puget Sound’s metropolitan region. Thurston County is home to a wide variety of industries, including state government, health care, retail, military, education, construction, farming, fishing, logging and has an active arts community. With an economic engine fueled to a great extent by state government, as well as three higher education institutions, Olympia enjoys the benefits of a stable workforce, an engaged and educated community, and a well-supported school system.

Thurston County has a wide array of public parks and nature conservation areas. Blessed with a year-round mild climate, outdoor activities can be enjoyed almost any day, and the nearby mountains offer many opportunities for skiing, snowboarding, cross-country skiing, snowmobiling and mountain climbing.



Historic downtown Olympia offers a variety of eclectic shopping and dining experiences, while Olympia’s Westside is a regional shopping destination with numerous national brand stores and the auto mall.

THE ORGANIZATION

Mission

To provide and promote public transportation choices that support an accessible, sustainable, livable, healthy and prosperous community.

Vision

To be a leading transit system in the country recognized for our well-trained, highly motivated, customer-focused, community-minded employees committed to enhancing the quality of life for citizens.

Headquartered in Olympia, Washington, Intercity Transit is a nationally recognized, small urban transit system serving the community for 40 years. Intercity Transit is a growing organization having successfully engaged the public in a two-year visioning project which resulted in a robust long-range plan and a successful ballot measure in November 2018. The Development Director will play a key role in helping the organization and the community achieve that vision.

Intercity Transit increased service significantly between December 2018 and March 2020, adding span, frequency, and new areas of service with 21 fixed routes and complimentary paratransit services. Other services include specialty van transportation, travel training and programs to promote active transportation through walking and cycling. In January 2020, the system began a 5-year zero-fare demonstration project which has gained national and international attention.

Intercity Transit also completed the expansion of the Olympia Transit Center and is in-the-midst of an \$85M project to renovate and expand the Maintenance, Operations and Administrative complex. The organization is pursuing high-capacity corridor service, Transit Signal Prioritization, an upgraded CAD/AVL system, alternative fuels, and is exploring other innovative transportation solutions to serve the needs of the community. There is a focus on restoring service lost due to COVID-19, and the organization is taking proactive steps to transition from a small to a large urban system anticipating a change in designation based on the results of the latest census.

Intercity Transit entered 2021 in a stable financial position, with an operating budget of \$60 million and 455 employees. The primary source of funding is sales tax, and the remainder is federal and state grants. The November 2018 vote increased sales tax within the Public Transit Benefit Area (PTBA) by four-tenths of 1 percent (0.4%) to 1.2% to maintain, improve and expand public transportation services. Intercity Transit Proposition 1 passed by nearly 66 percent.

Intercity Transit is governed by a nine-member Authority. The members consist of five elected officials, selected by their respective jurisdiction, three Citizen Representatives who are appointed by the Authority, and one non-voting labor representative. Intercity Transit also has a 20-member Community Advisory Committee that provides input to the Authority on local public transportation issues such as: Dial-A-Lift policies, service changes, strategic plans, the budget, fare structures, transit amenities and other issues.



The Community Advisory Committee members serve three-year terms, and the youth position serves a one-year term. Members are selected to achieve diversity and geographical representation in the Public Transportation Benefit Area. The group includes senior citizens, youth, people with disabilities, college students, business owners, social service agency representatives, neighborhood associations, the medical community, environmentalists, and bicyclists. At least one member of the Intercity Transit Authority attends each Community Advisory Committee meeting.

THE DEPARTMENT

Operating with 22.5 FTEs on a 2021 budget of \$10 million, the development department has three divisions including planning, marketing, communications and outreach, and procurement and capital projects. The planning division develops, monitors, and evaluates Intercity Transit's fixed-route services. This division also provides strategic and future planning services for the agency, which includes preparing the agency's annual six-year Transit Development Plan. The marketing, communications and outreach division provide internal and external communication materials, produces agency public information materials, and promotes awareness and use of Intercity Transit services. The division oversees website content, social media and coordinates marketing, advertising, communications, and outreach programs. The procurement and capital projects division manage the development of major construction and other complex projects, coordinates the selection and management of consultants and contractors, and maintains the agency-wide calendar for project and contract scheduling. The division is also responsible for entry and audits of the agency's inventory, vehicle component, and work order system.



THE POSITION

Reporting directly to the General Manager and serving as a member of the Senior Management Team, the Development Director plans, organizes, and directs long-range and service planning; marketing, communications and community outreach efforts; grants; procurement; vehicle and facilities inventory; and the development and management of major agency projects. As a department head, this position is held responsible and accountable for providing strategic planning, direction, goals, and objectives in developing departmental policy, budgets, operation, and staffing. As a director in the organization, this position is responsible for administering a major line of business for Intercity Transit. This position offers an excellent opportunity to work with an innovative Senior Management Team and a supportive Transit Authority in one of the most beautiful areas in the Pacific Northwest.

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

OPPORTUNITIES & CHALLENGES

Leadership: The Development Director will have the opportunity to build on the foundational leadership of this flat organization that values input from coworkers at all levels, and respectfully interact with all participants in the Intercity family, listening carefully for actionable information. A seasoned manager who knows how to step back and when to step forward to help team members succeed will thrive in this position. The new Development Director will be a vital member of the “silo free” senior leadership team that maintains a culture that encourages constructive suggestions from all sides, without regard to whose “territory” it is.

Relationship Builder: The Development Director is a key ambassador for Intercity Transit in its outreach to governmental partners, and will effectively represent the agency to regional transportation, planning, operating, regulatory and governmental partners. This requires broad knowledge, political acumen, and appropriate diplomacy in a wide range of settings. Knowing how to establish and grow relationships with straight forward communications, follow through, and the ability to see a partner’s perspective are all keys to building trust and support.



Strategic Growth: Intercity Transit is growing, adding more rolling stock, capital and operational projects, as well as customers and citizens who support the organization’s mission. That growth is being paid for through a voter approved bond. With nearly 66% “Yes” vote, this strong public support statement must be honored with quality projects that are well-conceived and thoughtfully executed to respect the public’s support and trust in Intercity Transit.

IDEAL CANDIDATE

Education & Experience:

A bachelor’s degree from an accredited college or university in public administration, general business administration, planning, transportation, or a related field, and seven (7) years of progressively responsible supervisory or management level experience in planning and development is required. Any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be considered.

Necessary Knowledge, Skills & Abilities:

- The ideal candidate will have leadership experience with a history of progressive and proactive program development.
- Experience working with professional, often self-directed staff.
- Experience working with a Transit Authority, City Council or Board of Directors to build achievable goals that will take the agency to the next level of service.
- Political acumen and sensitivity to be effective within a broad range of interests.
- Excellent executive leadership skills and a comprehensive knowledge of all facets of transit issues, planning and regulatory environment.

- Strong financial acumen and solid experience in budgeting and long-range financial planning.
- The ability to ensure future focused strategic planning is in place through the utilization of data driven decisions and industry best practices.
- Exceptional written and oral communication skills which will be used to clearly communicate the policies and strategic vision to staff and citizens in a clear and concise manner.
- The ideal candidate will lead by example setting the standard for all members and must have a strong and confident presence, be a good listener, be accessible, and understand the importance of maintaining close and consistent communication with staff.
- A track record for delivering results, building accountability for staff at all levels, and creating a positive working environment characterized by teamwork and innovation.
- The ability to communicate with community members on a timely basis regarding the mission, needs, and goals of the organization.

**For more information, please visit:
www.intercitytransit.com**



COMPENSATION & BENEFITS

- **\$108,451 - \$145,932 DOQ**
- Great health benefits, including but not limited to health insurance through the state's Health Care Authority, vision, dental, life insurance, and disability insurance.
- Retirement contributions to Washington State Public Employees' Retirement System (PERS) through Department of Retirement Systems.
- Optional deferred compensation plans with 6.2% employer match.
- Alternative work schedules, teleworking, and flex schedule options.
- Vacation leave, sick leave, and observed and floating holiday leave. Depending on longevity, employees accrue 14-25 vacation days per year and 12 days of sick leave per year. Employees also receive 11 paid holidays (6 observed/5 floating).
- Cell phone allowance of \$70/month.
- Employee Assistance Program available to all employees.
- Alternative transportation incentives— employees receive financial incentive when using alternative transportation to and from work (such as riding the bus, a bike, walking, car-pool, or vanpool).
- Step increases in July until highest salary step is achieved (roughly 5% annually).
- General Wage Increases in January, in addition to salary step increases.

Intercity Transit is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 12, 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 "Intercity Transit, WA – Development Director", and click "Apply Now", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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