

Tillamook County Transportation District
JOB DESCRIPTION

Job Title: GENERAL MANAGER
Supervised by: Tillamook County Transportation District of Directors
Status: Exempt Employee
Updated 10-11-2011

Job Summary

The General Manager serves as the representative of Tillamook County Transportation District (TCTD) Board of Directors, assuring that all responsibilities and functions of the district are carried out in a timely and responsible manner.

Responsibilities

May include, but are not limited to the following:

- Ensures the long term viability of TCTD through recommendations to the Board
- Champions the district's purpose of meeting the needs of the general public for intra-county and inter-county transit programs
- Mentors and builds the staff to higher performance.
- Acts as the agent of change with the Board and Staff for short and long range planning
- Ensures that the district has a proven system to hire the best candidates
- Provides a training system for all personnel within the mandates of Oregon State and federal statutes, contract language and Board policy
- Leads the district in conformance to the policies in the Employee Handbook.
- Champions the ongoing care of well maintained facilities, equipment and property
- Seeks out funding sources such as grants for capital projects, equipment and operating needs.
- Ensures that grant applications meet the requirements of the funding organizations and that funds are allocated properly in accordance with the regulatory measures
- Promotes adherence to current Oregon State Budget Law and Generally Accepted Accounting Principles (GAAP).
- Ensures that the district comply with a system of accounting which accurately shows the financial condition of the TCTD at all times.
- Ensures that the district purchases goods and services by following TCTD purchasing policies, Oregon Revised Statutes and within the limits authorized by the Board of Directors.
- May serve as the Chief Financial and Budget Officer for the district
- Leads the annual budgeting process and reviews prior to submission to the Board, following State Budget Law
- Ensures that the district complies with all county, municipal, state and federal laws, TCTD ordinances, resolutions, policies, rules, regulations, contracts and agreements applicable to TCTD.
- Represents the district in building beneficial relationships with county, cities, state and federal agencies and departments, associations, organizations, vendors. Contractors, boards, committees and task forces.
- Champions, leads and promotes safety for all TCTD personnel and operations
- Promotes healthy staff relations

- Acts as a representative of the district in union matters which may include negotiations and solving grievances
- Ensures that the district publishes well designed and effective communication documents
- Recruits, monitors, and supports the work of TCTD advisory committee members, and presents committee recommendations to the Board.
- Performs other duties and responsibilities designated by the TCTD Board of Directors.

Requirements of the Job

- Must be bondable
- Must maintain Oregon Driver's License in good standing
- Must be capable of promoting public and employee trust and confidence
- Must not seek board membership while acting as General Manager and TCTD Board member
- Must be subject to all policies as set forth by TCTD Board of Directors
- Must operate the district within federal and state laws, rules and regulations

Performance Measures

- Operating the district within budget guidelines
- Effective, building and maintaining of a high performing staff
- Provides outstanding customer service
- Success in gaining suitable funding for the district
- Communicates effectively to public, staff, board and outside government agencies
- Fiscal responsibility and stewardship of taxpayer dollars, as well as other funds entrusted to the district