



Position Description

EXECUTIVE DIRECTOR

REPORTS TO:	Board of Directors
SUPERVISES:	Manager of Finance and Administration; Manager of Operations; Manager of Maintenance and Facilities; Manager of IT; Manager of Human Resources; Manager of Safety & Security; Planning & Outreach Supervisor
FLSA STATUS:	Exempt
TESTING STATUS:	Not safety-sensitive
PAY LEVEL:	Level 1

JOB SUMMARY:

Under guidance of the Board of Directors, plan, organize, control and provide executive leadership to agency staff in order to ensure efficient and effective transit services are provided to the service area in accordance with the Agency's established mission and vision statements.

DISTINGUISHING CHARACTERISTICS:

This position reports to and answers directly to the Board and serves as the Agency's chief executive officer and leader of the management team. Work involves serving as the Agency's representative and requires extensive contact with external agencies, groups and organizations in the local community and at regional, state and national levels.

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 Board policies and directives
- Work collaboratively with the Board to formulate, develop and implement long and short- range goal 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 plans; resolve complex issues related to unique circumstances and unusual situations
- Prepare and review comprehensive narrative and statistical reports to the 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 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 specifications, bid documents, advertisements and other materials required for the purchase of vehicles, equipment and services; ensure compliance with Board policies and applicable laws, ordinances and regulations; communicate with vendors and suppliers to ensure efficient procurement of goods and services
- 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
- Act as the Agency's Accountable Executive ensuring preparation, administration, approval, submittal, maintenance, and accessibility of regulatory Agency reports
- Ensure the preparation, maintenance, retention, storage and accessibility of Agency records
- Other related duties as assigned

QUALIFICATIONS:

Any equivalent combination of education and experience that provide the knowledge, skills and abilities required to successfully perform the job. A typical way to meet this requirement would be:

- Bachelor's Degree in business or public administration, urban or transportation planning or related field
- Five years of progressively responsible experience in a public transit agency which included supervision of staff, participation in policy development, and oral presentation of information to internal and external entities
- Valid Washington State Driver's License
- Maintain acceptable driving record

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of effective public transit agency management
- Applicable local, state and federal laws and regulations related to public transportation.
- Modern 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
- Fiscal management principles, practices and methodology
- Oral and written communication skills, including effective public speaking techniques
- Principles of management and supervision

- Consensus- and team-building skills

Ability to:

- Plan, organize, direct and provide executive leadership in the management of a public transit agency
- Represent the Agency at meetings with the 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
- Speak effectively before large groups on complex and sensitive issues related to the accessibility, routes, costs and efficiency of public transit services.
- Confer with Board members and provide timely updates on Agency projects, programs and finances
- Establish and maintain effective and cooperative working relationships with others
- Supervise and evaluate the performance of management personnel
- Delegate authority and responsibility

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability sit for long periods of time, use hands and fingers to operate an electronic keyboard, calculator or other office machines, speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person; lift, carry and/or move objects weighing up to 20 pounds. Must be able to read a variety of printed or handwritten material including regulations, reports, and/or forms. Ability to move about office and locations to interact with employees.

WORKING CONDITIONS:

Duties performed primarily in an office environment with moderate noise level. Duties are primarily performed in an office environment. Office work is performed while sitting at a desk or computer terminal, with some standing, walking, kneeling, crouching, and stooping within the office area.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Approved:

Board of Directors Chairperson

Date