



SKAGIT TRANSIT

WASHINGTON

EXECUTIVE DIRECTOR

\$160,000 - \$213,742

Plus Excellent Benefits

Apply by

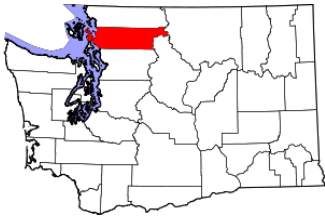
September 25, 2022

(Open Until Filled)

PROTHMAN



WHY APPLY?



Skagit Transit is headquartered in the city of Burlington, Washington and serves the nearby areas of Anacortes, Mount Vernon, Sedro-Woolley, Burlington,

and La Conner. Skagit Transit is a part of the Skagit Valley which is located between the beautiful mountain peaks of the Cascade Mountains and the phenomenal Puget Sound. This amazing region has a little bit of something for everyone, including a large variety and abundance of shops, restaurants, outdoor activities, and agricultural attractions scattered though out each city served by Skagit Transit. The region is also home to the Skagit Valley Tulip Festival which attracts more than one million visitors per year.

With solid funding, a 5-year transit plan, quality fleet, and a willing staff to move the Agency forward, Skagit Transit is looking for a qualified candidate to be an innovative leader with strong leadership, communication, and interpersonal skills with a desire to interact with the entire agency workforce and engage with the community. Skagit Transit offers the right candidate a chance to work in a high-performance team-structured organization, in a region that takes pride in its history, spectacular natural beauty, and way of life.



THE COMMUNITY

Skagit County has a population of approximately 127,000 people and is located approximately 60 miles north of Seattle, Washington. The region is known as being one of the fastest growing counties in the state and has experienced steady growth over the last 10 years. Skagit County's major urban centers, historic villages, rural retreats, and seaside ports each have unique scenic beauty and a multitude of attractions, making the region primed to cater to businesses, tourism, and families.

Western Skagit County features waterfront communities, berry farms, and tulip fields, while mountains, eagles, and wildlife reserves mark the eastern edge of the county. The famous Skagit County Tulip Festival has been part of the City of Mount Vernon since the early 1980's, first being part of the Mount Vernon Chamber of Commerce, then branching out to form its own organization. Businesses in Mount Vernon and Burlington enjoy strong community and local government support, a thriving business climate, and easy access to Interstate 5 and marine shipping.

THE AGENCY

Skagit Transit was established by voter approval in 1993 with the goal to provide transit service to the Mount Vernon and Burlington area. Since 1993, the Public Transit Benefit Area or PTBA, has expanded to Anacortes, La Conner, Lyman, Concrete, Hamilton, and Sedro-Woolley. Skagit Transit is governed by a 10-member Board of Commissioners and employs 154 FTEs. In 2021, combined ridership for all modes of service totaled 384,250. Ridership by mode included 225,406 Local Fixed Route, 63,737 Commuter Bus, 42,174 Paratransit, and 52,933 Vanpool.



The overall management of Skagit Transit is divided into eight departments, which includes Operations, Finance & Administration, Human Resources, Information Technology, Safety and Training, Security, Maintenance, and Facilities. The Agency operates these departments on a 2022 budget of \$26,514,823.

Skagit Transit currently serves 750 square miles of Skagit County, including the unincorporated areas of Northwest Skagit County, South Fidalgo Island and Burlington Country Club. Skagit Transit has 17 fixed routes and over 45 vanpool groups.

Skagit Transit has had many upgrades to its facilities since the Agency's establishment, including the transfer stations, and the administration building. Coming soon in 2024, Skagit Transit will also have a new state-of-the-art maintenance operations and administration facility.



THE POSITION

The Executive Director will report to and answers directly to the Board and serve as the Agency's chief executive officer and leader of the management team. This position will serve as the Agency's representative and will require extensive contact with external agencies, groups and organizations in the local community and at regional, state and national levels.

This position will require knowledge of:

- Principles and practices of effective public transit agency management, and 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.
- Consensus- and team-building skills.

This position will also require the ability to:

- 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.

To view a full job description please view the attachment found [here](#) or visit www.prothman.com.

OPPORTUNITIES & CHALLENGES

- Researching and implementing the transit services needed to meet the growth and demographics of the region.
- Managing and transitioning services through the Covid pandemic and beyond.
- Managing several capital projects planned and funded for the near future, which include building and moving into a new facility.
- Leadership staff and operating staff stability.
- Board member development with many new or short-term members.

EDUCATION & EXPERIENCE

A bachelor's degree in business or public administration, urban or transportation planning or a related field, and five (5) 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 is required.

Candidates must have possession of, or the ability to obtain, a valid Washington driver's license by time of hire and maintain an acceptable driving record.

Any satisfactory combination of the above experience which clearly demonstrates the ability to perform the above duties will be considered.

The ideal candidate will be a servant leader who has a strategic mindset. This person will be organized, have proven time management skills, and be able to multitask as necessary. The ideal candidate will be empathetic, open, honest, and personable. Candidates should have a willingness to get into the field to observe operations, offer innovative, outside of the box ideas, and be solution oriented.

COMPENSATION & BENEFITS

- **\$160,000 - \$213,742 DOQ**
- Medical, Dental, Life Insurance, and Vision Service Plan.
- First Stop Health Telemedicine.
- Life Insurance.
- Financial EAP and Disability Insurance.
- 11 Paid Holidays per Year.
- Up to 46 Days of General Leave Accrual Per Year.

For more information on
Skagit Transit, please visit:
www.skagittransit.org



Skagit Transit is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 25, 2022** (Position is open until filled). Application materials will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "Skagit Transit, WA – Executive Director", and click "Apply Online", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



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