



# INTERcity TRANSIT

Olympia, WA

**DEVELOPMENT DIRECTOR**

**\$120,358 - \$162,505**

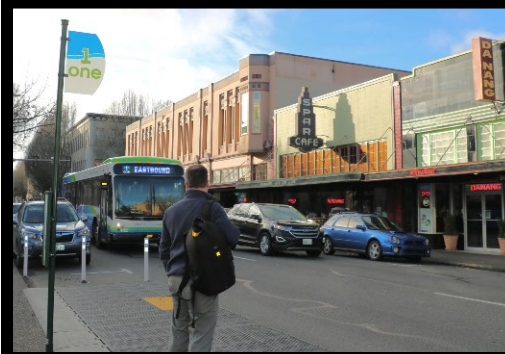
*Plus Excellent Benefits*

*Apply by*

**October 16, 2022**

*(First Review, Open Until Filled)*

**PROTHMAN**



**THE COMMUNITY**



Intercity Transit's headquarters and base of operations is located in Olympia, the capital of the state of Washington, and county seat of Thurston County.

Situated at the southern gateway to Puget Sound and home to more than 290,000 residents, Thurston County is 60 miles south of Seattle and 100 miles north of Portland, Oregon. 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.

Intercity Transit's service area covers approximately 100 square miles with a population of just over 200,000 and includes the cities of Lacey, Olympia, Tumwater, Yelm and their adjacent urban growth areas. 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, the Olympia area enjoys the benefits of a stable workforce, an engaged and educated community, and well-supported public schools.



**THE ORGANIZATION**

Intercity Transit, headquartered in Olympia, Washington, is a nationally recognized, small urban transit system serving the community for over 40 years. Intercity Transit is a voter approved municipal corporation operating as a Public Transportation Benefit Area (PTBA). The public agency is governed by a nine-member Authority Board. Board membership consists of five elected officials (selected by the governing body of their respective jurisdiction), three Citizen Representatives (appointed by the Authority), and one non-voting labor representative. Intercity Transit also has a 20-member Community Advisory Committee (CAC) that provides input and feedback to the Board and staff on a wide variety of subjects including services, customer issues, and facilities. CAC members serve three-year terms with the youth position serving a one-year term. The group includes senior citizens, youth, people with disabilities, college students, business owners, social service agency representatives, neighborhood associations, health services, environmentalists, and riders to achieve diversity and geographical representation within the transit service area.

Intercity Transit entered 2022 in a stable financial position, with an operating budget of \$78 million and 472 employees. The primary source of funding is sales tax, and the remainder is federal and state grants. In November 2018 voters within the PTBA approved Proposition 1 which increased sales tax collections within the transit service area by four-tenths of one percent (0.4%) to 1.2% to maintain, improve and expand public transportation services. The November 2018 revenue measure (Proposition 1) passed by nearly 66 percent reflective of strong community support for expanded transit service in the region.





Intercity Transit is a growing organization having successfully engaged the public in a two-year visioning project which resulted in the adoption of an ambitious long-range plan immediately following a successful ballot measure in November 2018 providing a 50% increase in revenues to support expansion of Intercity Transit services. Immediately following the successful sales tax measure, Intercity Transit began fortifying its fleet, increasing service, extending the daily span of service, adding frequency to many routes. In January 2020, the system implemented another significant policy change by eliminating the collection of fares for all riders (fixed route and paratransit services) through a “zero-fare” demonstration project which has gained national and international attention. This change is recognized for removing barriers associated with fare collection and payment and allows Intercity Transit to focus on improving transportation access in the community while speeding up and adding new services. In addition to Dial-a-Lift (complementary paratransit service) Intercity also provides a variety of commuter and community supportive services including Olympia Express (regional bus and rail connections in Pierce County), Vanpools (commuter services), Village Vans and Community Vans (specialty van transportation), travel training, and related programs that promote active transportation through walking and cycling for youth and adults.

The Development Director has the unique 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 and will play a key role implementing and building upon new and enhanced services outlined in the agency’s adopted service plan helping the organization and the community achieve the vision for transformational public transportation in Thurston County.

## THE POSITION & DEPARTMENT

Reporting directly to the General Manager and serving as a member of the Senior Management Team, the Development Director supports the development and management of major agency programs through the four primary divisions including Planning; Grants; Marketing, Communications and Outreach; and Procurement and Capital projects. As a department head, this position is responsible and accountable for providing strategic planning, direction, goals, and objectives in developing agency policy, budgets, programs, and staffing. As a director in the organization, this position mentors and supports key professional staff in several divisions and is responsible for administering major lines of business for Intercity Transit.

Operating with 30 FTEs and a 2022 operating and capital budget of \$109 million, the development department’s four divisions directly support Intercity Transit’s programs, services, facilities, and customers. The Planning division develops, monitors, and evaluates Intercity Transit’s fixed-route services. This division also provides strategic and long-range planning services for the agency, which includes monitoring and implementing fixed route services, implementing the adopted long-range plan, and preparing the agency’s annual six-year Transit Development Plan. The Grants program develops, monitors, reports, and tracks all aspects of Federal, State and regional grant programs including financial tracking, required reporting and audit related responsibilities with the Federal Transit Administration and the State, including annual review of the Transportation Improvement Program (TIP).





The Marketing, Communications and Outreach division provides internal and external communication materials, produces agency public information materials, and promotes awareness and use of Intercity Transit services. This division also oversees website content, and service updates via social media and coordinates marketing, promotions, communications, and outreach programs using a host of communication channels and tools. The Procurement and Capital Projects division manages the development of major capital construction and other complex projects, contracts, and procurements, coordinating the selection and management of consultants and contractors including managing the agency-wide calendar for project and contract scheduling. The division is also responsible for leading the coordination and response to required federal and state programs and audits including Federal Triennial (FTA) audits, Disadvantaged Business Enterprise (DBE) reporting, and audits of the agency's inventory, vehicle component, and work order systems.

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



## OPPORTUNITIES & CHALLENGES

**The Opportunity:** Intercity Transit’s Development Director will be the “chief architect” and “conductor” guiding the implementation of the transit agencies long-range plan which includes several major service implementation challenges. With strong funding support from the community, Intercity Transit is on the cusp of transitioning from a small urban “transit dependent” service model to a large urban system that attracts “choice riders” while meeting the broader community need for safe, clean, and frequent transit access. The long-range plan includes consideration and funding to support new services including “right sized” bus-rapid-transit, innovative services that address access in hard to serve areas when traditional transit services aren’t practical, expansion of frequency and span to meet the growing community desire to use transit, leveraging ridership potential utilizing Intercity Transit’s “Zero-Fare” project, and promoting and deploying new services and strategic capital projects that will align Intercity Transit services in harmony with regional goals around access, protecting the environment, inclusion, equity, and sustainability. The impacts of the global Pandemic and current workforce challenges have delayed service restorations, but this situation also creates a new opportunity to review and shift the timing of how service is restored, and new services are deployed. The position provides a unique opportunity for a seasoned strategic professional to join an organization and lead the deployment of these transformational transit projects knowing that the projects are funded and have significant community support to move forward.

**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, developing, and mentoring staff, aligning funding opportunities to the work program and championing for customers. 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.

**Community Builder:** The Development Director is a key ambassador for Intercity Transit in its outreach to governmental and community partners. The Development Director represents the agency working with local, state, and regional partners and staff in the transportation, planning, operating, and program areas. This requires broad knowledge, political acumen, and appropriate diplomacy in a wide range of settings. Knowing how to advocate strategically, establish and grow relationships with straight forward communications, follow through, and the ability to see from many partner’s perspectives are all key to building trust and support within the community.

**Strategic Growth:** Intercity Transit is growing, adding more service, new programs, and new and expanded facilities. A key to successful growth is designing and implementing a series of service development strategies that can be deployed consistent with the agency’s adopted plans and mission. The maintenance and expansion of service is being paid for through a voter approved sales tax measure. 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 and maintain the public’s support and trust in Intercity Transit.

**IDEAL CANDIDATE**

**Education & Experience:**

Intercity Transit’s new Development Director will have a demonstrated track record of strategic planning, project implementation, and leadership; being able to identify, prioritize, and direct the sequence, timing, and design of key programs and projects necessary to effectively meet the agencies goals to deliver the transformational public transportation vision supported by the community and adopted by Intercity Transit’s Authority Board. The candidate will have foundational prior experience including a bachelor’s degree from an accredited college or university in public administration, planning, transportation, or a related field, and five (5) years of progressively responsible supervisory or management level experience in transit, transportation, planning, and program management.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be considered.

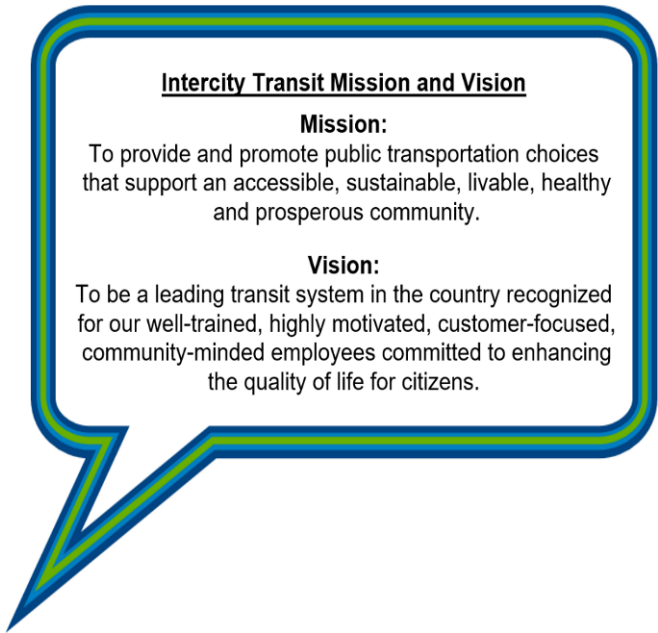
**Necessary Knowledge, Skills & Abilities:**

- The ideal candidate will have leadership experience with a history of progressive and proactive program development.
- Experience working with, mentoring, and supporting professional, often self-directed staff.
- Experience working with elected officials, appointed boards, and governing bodies including a Transit Authority(board), 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 services, planning processes, funding, and regulatory requirements.
- Strong financial acumen and solid experience in grant development and tracking, budgeting, and long-range financial planning.
- The ability to ensure future focused strategic planning is in place through the utilization of data driven decisions, reporting 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 with a strong and confident presence, setting the standard with the public and staff as a good listener, accessible, and understanding the importance of maintaining close and consistent communication with staff and community partners.
- 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.



**COMPENSATION & BENEFITS**

- **\$120,358 - \$162,505 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 12 paid holidays (6 observed/6 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.



**For more information on Intercity Transit, please visit:**

[www.intercitytransit.com](http://www.intercitytransit.com)



Intercity Transit is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 16, 2022** (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](http://www.prothman.com)

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