



EXECUTIVE DIRECTOR

\$85,000 - \$120,000

Plus Excellent Benefits

Apply by

August 19, 2018

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located just 4 hours north of Los Angeles and 4 hours west of Las Vegas, Nevada, on the southeastern border of California, the Eastern Sierra Transit Authority (ESTA) is headquartered in the charming city of Bishop, California and serves the counties of Inyo and Mono, along with the City of Bishop and the Town of Mammoth Lakes.

Vast elevation differences, wide-open spaces, and a four-season climate allows the region to host a broad range of outdoor activities including trout fishing, hiking, alpine climbing, hunting, hang gliding, road and mountain biking, backcountry skiing, snowshoeing, bird watching, rock climbing, hot springing, off-roading, and golfing. The area encompasses everything from beautiful snowy peaks to ancient desert playas. It is no wonder that Outside Magazine just included the City of Bishop as one of the "The 25 Best Towns of 2017."

This is an excellent opportunity for a talented public-sector management professional to play a key role in enhancing an already well-managed and stable organization with dedicated employees. If you possess strong interpersonal and leadership skills, have an eye for opportunities to improve services, a passion for pursuing them, and enjoy challenges, this is the right position for you!



THE REGION

Home to over 22 official wilderness areas, Inyo County is surrounded by the 1.9 million-acre Inyo National Forest, which features over 400 lakes and 1,100 miles of rivers and streams, providing world-class trout fishing. The entire area boasts some of the wildest and most beautiful terrain in the world, including the largest national park in the "Lower 48" – Death Valley – which covers nearly 3.4 million acres of land east of the Owens Valley. Yosemite National Park is less than an hour drive, and Sequoia Kings Canyon National Park abuts the County's south-western boundary.

The City of Bishop, Inyo County's largest population center, is a friendly town nestled in between the White Mountains to the East, and the iconic Sierra Nevada mountains to the West. Bishop is a small town with great amenities, including an array of fantastic restaurant options, unique retail shops, multiple art galleries, several acres of beautifully maintained grass, shade trees, flowers and even a picture-perfect duck pond. Bishop offers residents and visitors world-renown scenery, and unparalleled outdoor recreation opportunities including camping, backpacking, hiking, horseback riding, hunting, wildlife viewing, fishing, bouldering and rock climbing, mountain and road biking, golf, and snow sports.

Just 45 minutes northwest from Bishop in Mono County, Mammoth Mountain is considered to be one of California's best resorts for skiing and snowboarding, with plenty of cross-country and snowmobiling trails nearby. The Mountain offers 3,500 acres of skiable area with 150 unique runs, accessed by 28 chairlifts.



For residents who prefer the heat, Death Valley's four-diamond Furnace Creek Resort offers the lowest elevation 18-hole course in the world as the terrain here sinks to a staggering 282 feet below sea level. In stark contrast, Inyo County is also home to Mount Whitney, the highest peak in the Lower 48 states, towering at an elevation of 14,505 feet just two hours west of Death Valley. Inyo County also claims nine other 14,000-foot peaks, including White Mountain Peak, home to the Ancient Bristlecone Pine Forest and the oldest living things on Earth.

THE ORGANIZATION

Formed in 2006 to address growing public transit needs within the Eastern Sierra region, the Eastern Sierra Transit Authority is a Joint Powers Authority comprised of Inyo County, Mono County, the City of Bishop and the Town of Mammoth Lakes serving a 400 linear mile area extending from Lancaster, California to Reno, Nevada. The service area contains a population of approximately 15,000 residents, though the majority of ESTA's services operate in the Bishop and Mammoth Lakes areas.

The Eastern Sierra Transit Authority is governed by an eight-member Board of Directors with two elected officials appointed from each of the four-member entities. As of 2018, ESTA operates a fleet of 60 vehicles on a budget of \$5.7 million and employs 76 employees including 11 office staff and 65 drivers. While headquartered in the city of Bishop, ESTA also has offices in Mammoth Lakes, Walker, and Lone Pine.

Services of the organization include regular routed and scheduled transit, deviated fixed routes, local in-town dial-a-ride services, multiple town-to-town services throughout the Highway 395 and Highway 6 corridors, and interregional service along Highway 395. The interregional routes also provide connections to Lancaster, CA, Reno, NV and the eastern entrance of Yosemite National Park.

ESTA has earned several achievements since its founding, including recognition by the California Association of Coordinated Transportation as the state's 2015 Outstanding Rural Transit Agency. ESTA was also awarded \$2.8 million in 2012 by the Federal Transportation Authority through the Paul S. Sarbanes Transit in Parks Program for the purchase of buses for the Reds Meadow/Devils Postpile shuttle service in the Inyo National Forest. In 2017, combined ridership for all modes of service totaled over 1.2 million rides, setting a new record for the organization.

THE POSITION

Working under the general direction of the board of directors, the Executive Director organizes, controls and directs all activities of the Eastern Sierra Transit Authority, carrying out the goals and policies of the ESTA Board.

Responsibilities include:

- Organize and administer ESTA Board and ESTA committee meetings. Represent ESTA before ESTA jurisdictions and various individuals, groups, and agencies, including public and private organizations.
- Hire, compensate, train, fire, promote, demote, and discipline employees of ESTA, within the constraints of the adopted Personnel Policy. Maximize use of reasonable training opportunities for self and employees, within budgetary constraints.
- Administer all aspects of labor relations including negotiating labor agreements and representing ESTA in dealings with any unions.
- Develop and manage operating and capital budgets for all ESTA activities. Authorize appropriations including transfers within major expense items. Explore ways to optimize ESTA access to outside funding.
- Plan and administer ESTA's capital replacement program including development of funding and procurement of replacement and expansion fleet vehicles.



- Approve purchases consistent with policies established by the Board of Directors. Approve purchases of assets listed in the adopted budget or by minute order, approve payments for contracts authorized by the ESTA Board, and approve other purchases authorized by the ESTA Board.
- Submit grant applications for ESTA capital, planning, and service projects.
- Manage transit-related projects, including planning, operating, marketing, and capital activities.
- Perform service planning, scheduling, and driver scheduling where appropriate. Organize and conduct workshops and public hearings on transit matters affecting a significant number of existing or future riders on any particular route.
- Lease buses, vans, and other equipment on an "as needed" basis from public or private organizations when deemed necessary to assure continued reliability of transit operations.
- Comply with requirements of the Americans with Disabilities Act, Short Range Transit Plan, unmet transit needs process, and other transit-related regulations.
- Liaison with other community agencies relative to the delivery of transit services.

Negotiate agreements with outside entities for the provision of transit service.



OPPORTUNITIES & CHALLENGES

Solid Financial Position

ESTA has run a surplus for several years. The organization has very healthy reserves and have paid off their PERS unfunded liability.

Exciting Service Mix

ESTA operates a wide variety of services including: Long distance and town to town routes, dial-a-ride and paratransit, lifeline routes for extremely rural areas, and heavily used contract resort routes.

Opportunities for Expansion

A booming tourism economy and good relationships with federal land managers offers the opportunity for new services.

Administrative Turnover

In the past six months, ESTA's Executive Director has retired and two key administrative staffers have taken positions with other agencies. The new Executive Director is expected to demonstrate solid and broad transit experience and be able to hit the ground running.

Driver Recruitment

Due to very low unemployment and high housing costs in the Mammoth Lakes area, ESTA is having difficulty recruiting and retaining drivers in the area. The new Executive Director must take a creative approach to recruitment and retention.

IDEAL CANDIDATE PROFILE

Education and Experience:

A bachelor's degree in public administration or business administration, and five (5) years of progressively responsible administrative experience, preferably in transit administration, is required. Candidates must possess or obtain a valid Class A, B, or C California driver's license by time of hire. A master's degree in a related field, and possession of a commercial driver's license with passenger endorsement is preferred.

Necessary Knowledge, Skills, and Abilities:

- Current knowledge of public transportation services, innovations, programs and issues, including alternative fuels, the Americans with Disabilities Act, and Federal Transportation Reauthorizations, as amended.

- Ability to develop and convey ESTA policy on transportation issues, provide leadership and direction to ESTA Board and to staff, analyze and prepare reports and board communications, analyze complex statistical and technical information pertaining to transportation issues
- Ability to communicate effectively, both orally and in writing.
- Experience maintaining various records and files, including confidential materials.
- Ability to conduct research and compile and analyze data, and read, interpret and apply applicable laws, rules and regulations.
- Ability to establish and maintain effective work relationships with peers and other public and private agencies.



Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service and the continuous improvement of County services.

COMPENSATION & BENEFITS

- **\$85,000 - \$120,000 DOQ**
- CalPERS defined benefit pension plan, 2% at 55 for Classic members 100% ESTA paid, or 2% at 62 for new members, employer contribution only.
- Medical Insurance: ESTA pays over 80% of employees and dependents' monthly premium
- Dental & Vision Reimbursement Plan
- Comprehensive leave starting at 22 days per year
- 11 paid holidays
- Life Insurance: \$50,000
- 457 Deferred Compensation Program
- Employee Assistance Program



Please visit
www.estransit.com

Eastern Sierra Transit Authority is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 19, 2018** (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 "submit your application" and follow the directions provided. Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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