



**START
BUS**

TRANSIT DIRECTOR
\$100,000 - \$155,000 DOQ

Plus Excellent Benefits

Apply by
October 29, 2021
(First Review, Open Until Filled)

PROTHMAN



THE REGION



The Town of Jackson, Wyoming, also known as Jackson Hole, is uniquely nestled in a valley at the base of numerous dramatic mountain peaks and ridges. The area offers 360 breathtaking

views and an impressive amount of recreational opportunities for visitors and residents alike due to the region's warm summers and cold winters. The Town of Jackson is the Teton County seat and home to roughly 10,600 residents; another 12,900 residents live in the remainder of Teton County. The Town of Jackson is centrally located near major ski areas and functions as the southern entrance to Grand Teton and Yellowstone National Parks. As a resort community in a world-class setting in the intermountain west, the pressures for growth, development, and change are tremendous. The Town receives upwards of four million visitors annually from all over the world to visit for the area's scenery, wildlife, recreational opportunities, geographic features, and the romance of the American West.

Jackson is just five miles south of Grand Teton National Park and about 60 miles south of the famous Yellowstone National Park. Grand Teton peak stands as the highest point of the Teton Range at 13,775 feet and is also neighbored by eight other peaks, each over 12,000 feet in elevation. Grand Teton National Park offers a variety of activities: camping, scenic drives, wildlife viewing, lake and river access for fishing, boating, and floating, and hundreds of miles of trails for mountaineering, hiking, and biking. Continuing north on US Highway 191 is the southern entrance to the world-famous Yellowstone National Park where locals and tourists can visit Old Faithful geyser which erupts approximately every 80 minutes, view dramatic canyons, massive rivers, lush forests, and hot springs, and see an extraordinary array of wildlife.



Tourism is a huge part of Jackson's liveliness and identity, and functions as a large part of the Town's economic base. Jackson provides an abundance of lodging options, restaurants, and shopping opportunities for clothing, gifts, and keep-sakes. Town Square boasts the popular elk-antler-arches that are made of shed antlers collected from the nearby National Elk Refuge. Locals also operate tourist-oriented businesses such as tours, informational centers, and art galleries.

Jackson is near three world-class ski areas: Jackson Hole Mountain Resort, Snow King Mountain Resort, and Grand Targhee Resort. Jackson Hole Mountain Resort and Teton Village is a popular destination for its active village lifestyle equipped with shopping, restaurants, and lodging. Popular winter sports include alpine skiing, Nordic/cross-country skiing, snowboarding, snowshoeing, snowmobiling, and taking a ride on the Jackson Hole Aerial Tram and Gondola. Snow King Mountain serves as another beautiful backdrop for Jackson and is full of year-round, family friendly fun. Summer activities include mini golf, mazes, a new coaster with miles of loops and curves through the meadows, treetop rope and zip line courses, and a scenic chairlift ride that looks over the town. During the winter months Snow King has groomed tubing lanes, night skiing, and terrain parks.

For a town of its size, Jackson offers a magnitude of amenities and entertainment for both visitors and the local community. Residents also enjoy opportunities for golfing, horseback riding, fishing, trails for motorized ATV's and motorcycles, snowmobile rentals, boating, whitewater rafting, climbing, tennis, hunting, and more. The Teton County/Jackson Parks and Recreation Department offers several swimming pools, spas, yoga, and other classes, and has volleyball and basketball. The Teton County School District provides excellent K-12 public education and there are three public schools in the valley.

THE TOWN

The Town of Jackson is the only incorporated municipality in Teton County, Wyoming. A Mayor and four Council persons are elected on staggered terms, and a professional manager manages the Town. The Town has approximately 140 employees and operates on a 2021 budget of \$71,215,080. Town departments include Administration, Finance, Community Development, Municipal Court, Planning and Building, Police, and Public Works. The Town and Teton County have joint agreements to provide other services including Parks and Recreation, Fire/EMS, Pathways, and START Bus.



SOUTHERN TETON AREA RAPID TRANSIT

Southern Teton Area Rapid Transit (START) is a public bus service provided by the Town of Jackson and Teton County. The START system is overseen by a 9-member Joint Powers Board and is funded partially by the Town of Jackson, Teton County, and the federal government. START has 40.49 FTEs and operates on a budget of \$11,953,804, carrying over a million riders each year. The system has been in operation since 1987 and was first implemented to be the skier's transportation from the Town to Teton Village. Today START bus serves visitors and locals in Jackson who enjoy comfortable, reliable public transportation. START operates year-round service on six fixed-routes, which can be grouped into three service types (commuter, corridor, circulator). Service intensity varies seasonally by route and can be divided into two distinct seasons: the winter season extending into the limited spring season, and the summer season extending into the limited fall season.



START also provides commuter service Monday through Friday from Star Valley, Wyoming and Teton Valley, Idaho to Jackson. The commuter service is a convenient, affordable, and safe way for employees who live outside of Jackson to get to work. In 2019, START provided nearly 1.1 million rides throughout the community to employees, residents, and visitors.

THE POSITION

Under the general direction of the Town Manager and working closely with the START Board, the Transit Director provides professional oversight of all transit functions of the Town of Jackson and Teton County.

This position provides professional managerial and subordinate staff development including organizational/professional development, retention, discipline and recognition programs, and, in cooperation with the Transportation Lead position in the Integrated Transportation Plan (ITP), provides policy recommendations and technical assistance to elected and appointed boards. The Director prepares, submits, and monitors compliance of grants, provides, in coordination with the Transportation Lead in the ITP, professional short, mid-range, and long-term departmental strategic planning. The position also provides oversight of departmental compliance with principles, practices, policies, procedures, and theory, and all applicable federal, state, and local laws, statutes, ordinances, and regulations, and provides significant, professional contributions to the Town Manager's staff level leadership team.

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

OPPORTUNITIES & CHALLENGES

1. Staffing Challenges: The Transit Director will work with Town leadership and bring forward creative ideas to stabilize staffing levels and attract applicants for open Winter Operator positions at START. A root cause of this challenge is a lack of local housing options. The Town has already made strides to solve this challenge by dedicating rentals for START Winter Operators, increasing the starting wage for operators, creating a new class of full-time employees to add a benefit package for START Operators, and by spending significant sums on recruitment advertising for Operators. The Town has budgeted to increase commuter service and increase routes pursuant to the Route Plan, but without staffing, the plan will not be able to move forward at the current set pace.

2. Working with Teton County's Transportation Lead: The FY22 budget provides funding for a Transportation Lead/Transportation Director in the Teton County Planning Department. The position is identified in the Integrated Transportation Plan to move the Town and County forward in joint transportation efforts outlined for the community. While the position is housed in the Teton County government, the Town of Jackson will fund the position through professional services. The Transit Director will identify the best route for how the Transit Director will integrate with the Transportation Lead position. One unique challenge is that the Transit Director reports to the Town Manager and the Transportation Lead position will report to the County Administrator. In addition, the Director will work with multiple and multijurisdictional policy and oversight boards.

3. Upgrading the technology used for START: The ridership tracking software previously purchased by START has not worked, which has affected the ability to track ridership in great detail. START has sourced funding and is moving forward with a technology update. Implementing a new, working software will be critical for transparency with the public about ridership and data, as the amount charged to Teton Village Association and the Jackson Hole Mountain Resort is based on ridership, whether the person is an employee or not, and whether the person is travelling out to Teton Village simply to ski. The Transit Director will be a key player in the implementation of the new software and making the transition run smoothly.

4. ITP Implementation and Funding: A priority for the Transit Director will be providing support for implementation of the Integrated Transportation Plan. While an ITP has been adopted, the Town does not have a stable funding source to put towards START service. Jackson has been successful in asking for Federal funds in the past for buses and for completion of the fleet maintenance facility which also repairs START buses, but these are one-time capital purchases and do not fund the operations. The next Transit Director will work to identify additional funding sources to aid in implementing the ITP. To view the ITP, please view the attachment found [here](#).

5. Housing for START Employees: The Town of Jackson owns 46 employee rental units ranging from studio apartments up to 3-bedroom homes. Additionally, 17 studio apartment units at West Snow King are reserved in the winter for seasonal START drivers. Jackson also has a 4-bedroom bunkhouse located adjacent to the Town Hall in downtown Jackson, which is freely available to all employees that commute to Jackson for work. Employees can stay at the bunkhouse if the weather is bad, if they have an early shift the next day, or if it is not safe for them to drive home. Additionally, one of the final phases of the START facility on Karns Meadow Drive is a housing project. The Town may choose to proceed with building the housing and bonding for some of the costs.

6. Housing for the Transit Director: The Town is reserving a 3 bedroom/2 bath single family home for the Transit Director position. This home will be available as a place to 'land' while the new Director seeks out other housing. This unit would be available rent free for up to 6 months. The Director would also have the option to remain in and lease the unit for up to 3 years. A negotiable temporary housing allowance is available for up to 6 months should the Transit Director choose to reside elsewhere. The Town of Jackson also has revolving rights of first purchase for housing with the Housing Trust and the Housing Authority. This position would be eligible for rights of first purchase when they come available to the Town. A random drawing is conducted from a small pool of employees to select who is first eligible for available housing opportunities. Jackson also has rights of first purchase for an underway housing project that will provide upscale yet affordable units and has nine additional rights of first purchase in upcoming projects that have not yet broken ground.

EDUCATION AND EXPERIENCE

A bachelor's degree in public administration, business administration, transportation planning, or related field, and five (5) years increasingly responsible, professional experience in mass transit field with supervisory duties is required. The ideal candidate will have a master's degree in a related field. Any equivalent combination of related education and experience may be considered.

A valid Class "C" driver's license (CDL) with all required endorsements is preferred along with a Passenger Service and Safety certification (PASS). Candidates must have a satisfactory driving record and the ability to maintain same. Candidates will be entered into the Town of Jackson's Drug Free Workplace testing program upon hire.

The ideal candidate will show proven leadership abilities, be highly engaged, and have a track record of working effectively with the State DOT. Experience in a resort community in the management and operation of a transit system, or a Regional Transportation Authority will be beneficial. The ideal candidate will also have the ability to make concise public presentations, facilitate consensus, and withstand criticism. Candidates should have experience building partnerships and taking an innovative approach, be able to learn and understand partnership agreements "inside and out" and accept policy maker decisions that may not be consistent with staff recommendations.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

COMPENSATION & BENEFITS

- **\$100,000 - \$155,000 DOQ**
- 100% Paid Medical, Dental, & Vision
- Life and AD&D
- Short and Long-Term Disability
- Health Savings Account with matching Town funds contributed annually
- 288 Hours Paid Time Off (Covers holidays, vacation, and sick leave. Increases with longevity)
- Various Additional Leave
- Wyoming Public Employee Pension Plan
- Optional Deferred Compensation with matching Town funds contributed annually
- Optional Supplemental Insurance
- Rec Center Membership and Town Gym Use
- College Credit Education Reimbursement
- Discounted Ski Pass
- Wash Bay Use
- Bus Pass Benefit

To view more detailed benefit information, please see the attachment found on www.prothman.com or by clicking [here](#).

**For more information, please visit:
www.jacksonwy.gov**



The Town of Jackson/START Bus is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 29, 2021** (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 "Town of Jackson/START Bus, WY – Transit 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

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