



## **JOB DESCRIPTION**

### **Chief Executive Officer**

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| <b>REPORTS TO:</b>     | <b>Board of Directors for the Chelan/Douglas Public Transportation Benefit Area (P.T.B.A.)</b> |
| <b>SUPERVISES:</b>     | <b>Executive Administrator/Clerk of the Board (1)<br/>Department Managers (7)</b>              |
| <b>FLSA STATUS:</b>    | <b>Exempt</b>  |
| <b>TESTING STATUS:</b> | <b>Non-safety sensitive; not subject to FTA drug &amp; alcohol testing</b>                     |

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### **POSITION SUMMARY**

Under the guidance of the Board of Directors, this position serves as Chief Executive Officer, providing leadership in the overall operation of the Agency and assuring the delivery of cost-effective, consumer-responsive and efficient transportation services according to the policies and directives of the Board; serves as primary liaison with elected, business, media representatives, and other community groups within the two-county district.

### **ESSENTIAL JOB FUNCTIONS**

Provide leadership in the planning, development and evolution of transit services, projects, programs and activities to improve and enhance efficient, cost-effective transit services responsive to public needs.

Coordinate and attend regular and special Board meetings and Board committee meetings; provide the Board with detailed oral and written information concerning Agency operations, services and activities; make presentations regarding the current status of projects and programs; provide updates regarding the Agency's financial condition and issues affecting services and programs.

Direct the preparation, maintenance and distribution of official records, reports, statistics and other materials for Agency use and for local, state and federal agencies as required.

Provide policy guidance and executive direction in developing Agency policies and implementing Board directives and mandates; exercise leadership in developing and implementing long range plans for providing optimal public transportation in response to community needs.

Provide Agency leadership to ensure that Agency operations, services and activities are aligned with directives of the Board of Directors, legal requirements, and established Agency mission, goals and objectives; serve as the link between the Board and Agency staff; relay information and concerns to effect solutions.

Represent the Agency in a variety of forums related to public transportation at local, regional, State and federal meetings of legislators, planners, transit providers, community leaders, special interest organizations and others; coordinate and direct lobbying efforts; attend, chair and conduct a variety of meetings within the Agency and in the community.

Resolve complex management issues and deal effectively with groups and individuals within and outside the organization to ensure that activities are properly directed at meeting Agency goals and objectives.

Provide policy guidance and executive leadership in the development of the annual Agency capital and operating budgets; monitor and approve the budget process in conjunction with the Board; assure compliance with legal requirements and sound fiscal management policies; oversee and monitor the planning, acquisition, financing and negotiation of major capital projects such as fleet replacement, transfer centers and support facilities.

Develop and administer annual Executive Department budget; monitor and approve expenditures according to Agency policies and sound fiscal management.

Communicate with Agency administrators and personnel, local and regional public and regulatory agencies, legal representatives, transit officials, legislators, vendors, and others to exchange information and resolve complex management issues related to transit projects, contracts, planning, funding and other issues.

Perform other related duties as assigned.

## **QUALIFICATIONS**

**Education and Experience:** Any combination equivalent to a bachelor's degree in transportation planning or management, public administration or related field, and at least five years of progressive senior/executive leadership experience in a public transit agency. Some experience as an acting General Manager/CEO or experience as chief executive officer of a public transportation agency is highly desirable.

### **Knowledge of:**

- Principles, practices, methods and procedures involved in management of a public transit system.
- Modern transportation services, alternatives and technology.
- Management theories, principles and practices.
- Local, regional, state and federal agencies, groups and organizations involved in transit planning and development.
- Applicable local, state and federal laws, codes, regulations and legal requirements related to public transportation.
- Management and supervisory skills.
- Budget development, administration and control.
- Fiscal management and internal controls.
- Personnel administration and labor law.
- Oral and written communication skills.
- Public speaking techniques.
- Agency policies, procedures and practices.

### **Ability to:**

- Plan, organize, coordinate and provide executive leadership in the administration of a public transit agency.
- Represent the Agency at meetings of legislators, civic groups, regulatory agencies and community business leaders.
- Monitor and oversee the Agency's budget process and the major capital projects.
- Develop and implement long and short-range plans in accordance with Agency goals and customer needs.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Speak effectively before large groups on complex and sensitive issues.

- Confer with Board members and provide timely updates on Agency projects, programs and finances.
- Establish and maintain effective and cooperative working relationships with diverse groups and community interests.

### **OTHER REQUIREMENTS**

Must possess and maintain a Washington State driver's license and good driving record throughout employment.

### **WORKING CONDITIONS**

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Work involves evening and weekend meetings within the communities of the two-county service area as well as extensive travel to locations inside and outside the State to attend meetings and conduct work.

### **PHYSICAL DEMANDS**

Essential functions require the ability to see to read normal and fine print; hear to receive information and speak clearly and distinctly to provide information over a telephone, in person or in a group presentation. Must be able to remember key information and concentrate for long periods of time. Must sit in meetings or at a desk or computer for extended periods of time. On occasion, will carry supplies/materials up to 15 pounds from vehicle to building for meetings and presentations.

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*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.*