

St. Joseph County Transportation Authority Executive Director Position Description

"Your Bridge To A Destination"

ST. JOSEPH COUNTY TRANSPORTATION AUTHORITY

810 Webber Avenue,
Three Rivers, Michigan 49093
Phone: 269-273-7808 / Fax: 269-273-8615
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Position Title: Executive Director

Reports to: Board of Directors of the St. Joseph County Transportation Authority

Background Information

The St. Joseph County Transportation Authority (SJCTA) is an Act 196 Public Transportation Authority that provides public transit service in the Cities of Sturgis, Three Rivers and St. Joseph County. SJCTA has a fleet of 25 vehicles, and provides operational service to the above cities and surrounding areas on as needed basis.

Job Summary

The Executive Director serves as chief administrative officer of the St. Joseph County Transportation Authority and manages all aspects of the Authority's operation. While the Authority's Board of Directors (the "Board") reserves the ultimate decision-making authority as to the goals, budget, financing, policies and direction of the Authority, the Board of Directors and the Executive Director are responsible for the Authority's success. The Executive Director acts as the Board's liaison with the community and provides the Board with monthly status reports on transit operations. The Executive Director is responsible for grant application, oversight and administration, and acts as the contact for the Authority with the Michigan Department of Transportation's (MDOT's) Office of Passenger Transportation. The Executive Director's duties involve supervision of transit operations and will entail hiring staff.

The Board delegates responsibility for management oversight of transit operations to the Executive Director, and s/he has the authority to carry out these responsibilities, following the direction and policies established by the Board. The Executive Director assists the Board as it carries out its governance functions.

Performance Requirements:

1. Regulatory compliance

- Assures adherence to all legal and regulatory statutes and processes.
- Ensures compliance with relevant laws and regulations in all aspects pertaining to a government entity in general and as a transportation entity.
- Keeps abreast of legislative and regulatory developments that may affect the operation and management of the system.

2. Organizational mission, policy and planning

- Works with the Board to implement the Board's values, mission, vision, and short and long-term goals.
- Assists the Board to monitor and evaluate the Authority and the relevancy to the community, its effectiveness, and its outcomes.
- Keeps the Board fully informed on the condition of the transit operations.
- Identifies problems and opportunities and addresses them; brings those which are appropriate to the Board.

3. Management and administration

- Provides general oversight of transit operations and assures a smooth functioning, highly efficient, and effective transportation system.
- Works with all employees to assure program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluations.
- Ensures that all employees are meeting the requirements as specified by the job description.

4. Finance/Grants

- Oversees the fiscal activities of the Authority including budgeting and required reporting.
- Applies for annual operating and capital funding from MDOT, State, Federal and other revenue sources.
- Leads the identification and submission of grant applications to public and private funding sources.

5. Community relations

- Facilitates the integration of the Authority into the community by using effective marketing and communication activities in collaboration with the Board.
- Strengthens and develops new partnerships with the Authority in ways that meet the community's needs, furthers the Authority's mission, and increases the Authority's relevancy and revenues.
- Represents the Board at all meetings and interactions with contracted partners.
- Acts as an advocate for issues relevant to the Authority, its services and constituencies.
- Listens to customers and the community to improve services and generate community involvement. Provides community awareness of the Authority's response to community needs.
- Serves as chief spokesperson for the Authority to the community.
- Initiates, develops, and maintains cooperative relationships with key constituencies.

Other requirements of the position:

This is a high-intensity position based on full responsibility for the Authority. Interpersonal and communication skills along with the ability to deal with a wide variety of personalities required. Handles detailed, complex concepts and problems, balances multiple tasks Simultaneously, and makes

timely decisions regarding administrative issues. Demonstrates the ability to delegate responsibility appropriately. S/he has a demonstrated history in the selection and hiring of new employees.

Monitors transit operations. Establishes strong and appropriate relationships with transportation employees and the Board, financial supporters, and customers. Develops constructive relationships with other executive colleagues, outside agencies, organizations and individuals.

Plans and meets deadlines. Maintains a flexible work schedule to meet the demands of executive management.

Conveys a professional and positive image and attitude regarding the Authority and the non-profit, for-profit, and government sectors. Demonstrates commitment to continued professional growth and development.

Must be able to meet the physical demands of the position with reasonable accommodation.

Qualifications:

A Bachelor's Degree is preferred with a minimum of 3 years of experience in a senior management position (transportation experience preferable); or 10 years in a supervisory capacity in a transportation related business.

As executive director, this individual demonstrates critical thinking, interpersonal skills, ability to delegate appropriately, and business experience.

Must possess a valid Michigan driver's license; provide evidence of auto liability insurance and successfully complete a criminal background check, including fingerprinting. This position is subject to the organization's policies on drug and alcohol testing.

Compensation and How to Apply

Salary and Conditions of Employment: Salary will be commensurate with background, experience, and ability as determined by the Board. Employment in the position is at the pleasure of the Board and is maintained through a mutually negotiated employment agreement.

To Apply: Please send your cover letter and resume with present salary, by May 7, 2018 to:

Joe Haas, Board President

St. Joseph County Transportation Authority

112 South Monroe St.

Sturgis, MI 49091

Email: joe@haascaywood.com

SJCTA is an equal Opportunity Employer