

# REGIONAL PUBLIC TRANSPORTATION INC

Job Description



Job Title	Executive Director
Location	Moscow, Idaho
Level/Grade	N/A
Reports to	Board of Directors

Employment status:	Type of position:	DOT Safety-Sensitive:
<input checked="" type="checkbox"/> Full-time (30+ hours per week)	<input checked="" type="checkbox"/> Salary, FLSA exempt	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Part-time (Less than 30 hours per week)	<input type="checkbox"/> Hourly, FLSA nonexempt	<input type="checkbox"/> No

## GENERAL DESCRIPTION

Reporting to the RPT Board of Directors, the Executive Director is responsible for general management of all aspects of SMART Transit services including planning, operations, personnel, maintenance, finance, programs and activities, and for implementing the organizational vision of the Board of Directors. The Executive Director is responsible for maximizing the overall efficiency and effectiveness of the organization and its programs, and coordinating and interacting with local, regional and statewide stakeholders, regulatory agencies and public transportation providers.

## ESSENTIAL JOB FUNCTIONS

### Provide leadership and management of the SMART Transit organization by:

- Supervising daily operations and leading staff on a path of continuous improvement.
- Providing leadership, and policy and strategic guidance to staff while overseeing all activities with transit operations, administration, human resources, and finance, including payroll, inventory, property, procurement, tax and audit activities, accounting system controls, ridership and other reporting requirements.
- Developing and implementing staffing plans that will best support the goals of the organization.
- Developing and enforcing operating, safety, and security policies and programs.
- Responding to accidents, emergencies, and other service interruptions.
- Performing risk and liability management and consults with legal counsel as necessary.
- Performing staff support for Board of Directors, serving as ex-officio member of the Board and all committees, providing adequate information and progress reports on status of organizational, strategic, financial, and program objectives for the purposes of sound decision-making.
- Providing asset management and controls for the protection of assets, replacement schedule, and preventative maintenance program to ensure that equipment is secure and maintained at safe, clean and efficient levels.
- Ensuring compliance with all laws and regulations related to operations and funding agencies, and as required by state and federal certification and assurances pertaining to transit management and the Americans with Disabilities Act (ADA) for fixed-route and paratransit services.

### Develop short and long-term goals and strategic initiatives, and implement plans by:

- Collaborating with the Board of Directors and appropriate committees.
- Gathering feedback from community stakeholders, riders, and general public and staff as appropriate.
- Keeping pace with industry standards, new developments, innovations, technological advancements, funding opportunities, and best practices, and making recommendations for advancing the organization.
- Developing and implementing communication marketing strategies and programs that result in increased usage and awareness of services.
- Continuously reviewing, analyzing, and evaluating programs, operations and services including route and schedule planning, and strategically planning for coping with challenges and expansion/contraction of funding availability.

Job Title	Executive Director
<p><b>Cultivate long-term strategic partnerships with community stakeholders, businesses, government and non-profit leaders, public officials and donors by:</b></p> <ul style="list-style-type: none"> <li>● Establishing, maintaining, and modeling a consistent, professional, ethical, and positive corporate image.</li> <li>● Representing RPT at local and statewide functions.</li> <li>● Speaking directly with transit riders, media, donors, government representatives and community members.</li> <li>● Maintaining a high standard for serving the general public and targeted needs groups.</li> <li>● Participating in regional planning efforts, community outreach projects, boards, commissions, committees and other related to the organizations mission and goals.</li> </ul> <p><b>Deliver excellent customer service by:</b></p> <ul style="list-style-type: none"> <li>● Prioritizing safety of the public and all system users.</li> <li>● Maintaining consistent and reliable public transportation service.</li> <li>● Maintaining an updated, accurate, user-friendly and informative organizational website and route schedule.</li> <li>● Seeking public input and developing solutions to reported issues, being responsive to rider concerns and questions.</li> <li>● Executing staff development and customer service strategies designed to continually improve efficiency and effectiveness of customer interactions.</li> </ul>	
<p><b>KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS</b></p>	
<ul style="list-style-type: none"> <li>● Bachelor’s Degree in public or business administration or a related field OR 4+ years minimum combination of education and related experience.</li> <li>● 2 years minimum experience in a supervisory/management role.</li> <li>● Financial management and budgeting experience, demonstrated ability to make sound financial decisions.</li> <li>● Experience researching, summarizing information, compiling and analyzing data, and preparing reports using Microsoft Office products.</li> <li>● Ability to drive for administrative purposes. Must be 21+ years of age with a minimum of 5 years licensed driving experience and clean driving record.</li> <li>● Experience managing or working in a public transportation agency, non-profit, public relations, or a similar organization.</li> <li>● Experience working with and/or reporting to a Board of Directors, working with public officials, government agencies, or community stakeholders</li> <li>● Familiarity with Department of Transportation rules and regulations, Americans with Disabilities Act, federal grant administration and other transit related programs.</li> <li>● Experience applying for and monitoring grants.</li> <li>● Excellent communication and interpersonal skills.</li> </ul>	
<p><b>LICENSES AND CERTIFICATIONS</b></p>	
<ul style="list-style-type: none"> <li>● Valid Minimum Class D Standard Driver’s License Required</li> <li>● Defensive Driving (Training arranged by RPT)</li> </ul>	
<p><b>WORKING CONDITIONS</b></p>	
<ul style="list-style-type: none"> <li>● Environmental Factors: Duties are primarily performed in an office environment with occasional out of office meetings and trainings both locally and requiring travel out of the area. Occasional need to be in the field for supervising operations, vehicles, and personnel as well as attending to issues in the field during possibly inclement weather or high temperatures.</li> <li>● Physical Factors: Generally light physical effort is required and mostly involves continuous sitting at a desk and use of a computer. Ability to lift up to 50 pounds and perform infrequent bending, kneeling, lifting, and moving of items required.</li> <li>● Work Situation Factors: Hours are variable, may include extended hours, emergency fill-in, weekends and evenings, and occasional travel.</li> </ul>	