

BAY AREA TRANSPORTATION AUTHORITY
Job Description

EXECUTIVE DIRECTOR

Supervised/Accountable to: Bay Area Transportation Authority Board of Directors

Supervises: All employees

General Summary:

Primary function of the position is that of chief executive and operating officer of the Authority, responsible for all aspects of planning, financing, administration and operations of the Bay Area Transit Authority. Recommends and implements policies and plans of the Bay Area Transportation Authority Board of Directors. Position includes analysis of abstract problems, frequently without precedent, and evaluation of trends to reach sound conclusions and recommendations that may have significant impact or which may adversely and very seriously affect the interest of the Authority.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each function satisfactorily.

- Develops operating systems and alternatives to accomplish goals and objectives received from the Board of Directors.
- Acts as liaison between the Board and various governmental units, agencies, and transit organizations at the local, state and Federal levels.
- Assesses operations, staffing levels, facilities, and equipment. Analyzes capital needs, makes recommendations for improvements, develops specifications, and implements changes.
- Keeps abreast of legislative and regulatory developments that may effect the operation and management of the Authority; positions the Authority to access funding and services which support the Authority's vision and strategy; maintains cooperative relations with peer agencies and governmental units. Implements compliance and brings appropriate matters to the attention of the Board of Directors
- Ensures compliance with safety, financial, accounting, and other generally accepted requirements and principles for operations applicable to governmental agencies.
- Develops, with the Board of Directors, a strategic plan and marketing plan for the Authority and monitors and implements the goals of such.
- Provides leadership that result in the most cost effective and highly valued services.
- Provides staff support to the Board of Directors. Conducts research, compile information, and prepares reports as necessary. Completes special projects and makes presentations.

- Prepares an annual operating budget and budget amendments for Board of Director review and approval. Administers all Authority services and activities within the approved budget.
- Oversees human resource activities and administers personnel matters consistent with policies, procedures, collective bargaining agreements, and state and federal laws.
- Performs other duties and assumes additional responsibilities as may be determined appropriate by the Board of Directors or as may be required by law.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a Bachelor's degree in business, transportation, public administration, or related field.
- Experience requirements include three years of progressively more responsible experience including administrative and leadership duties.
- Thorough knowledge of management techniques involved in budgeting, personnel administration, labor relations, grant writing, fundraising, contract and project management. Knowledge of the principles, policies, procedures, laws and regulations governing a non-urbanized transit authority desired.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, project contractors, representatives of other governmental units, professional contacts, elected officials and the public.
- Ability to critically assess situations and solve problems (technical and adaptive), and to work effectively under stress, within deadlines and changes in work priorities.
- Ability to effectively lead and motivate others.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is typically in an office setting where they are regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move objects of moderate (30-50 lbs.) weight. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic substances; high precarious places; outside weather conditions; vibration; and risk of electrical shock. The noise level in the work environment can range from quiet to loud.

BATA Board of Directors
Near Term Priorities
For
Executive Director

The following are priority items identified by the Board of Directors. Though not all inclusive or exclusive, they relate to the required skills, abilities, knowledge and experience required of the Executive Director. The list is shared and intended to illustrate the near term priorities required from an Executive Director once hired.

- Provide strategic leadership, guidance and support to the Board and organization by assessing BATA's current and future strengths and weaknesses to develop, communicate, and implement a shared mission, vision, and strategy which are in alignment with the community and Grand Vision goals.
- Provide leadership to the organization necessary to establish the appropriate organizational structure, operating policies and procedures, and specific goals and objectives resulting from a strategic plan.
- Promote a system approach to operational and strategic challenges that is proactive, decisive, results oriented and produced by an open exchange of ideas.
- Anticipate and act on potential changes in the financial, regulatory, and political changes affecting transit. Developing key relationships that allow BATA access to funding and services.
- Move the Authority to, and maintain, a sound financial status.
- Demonstrates and establishes a standard that BATA is known for providing the highest quality services which meet the needs and requirements of internal and external customers and stakeholders.

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Bay Area Transportation Authority Board of Directors is seeking a qualified Executive Director. The highly responsible position is the chief executive and operating officer of the Authority, responsible for all aspects of planning, financing, administration and operations. Duties include continued analysis of operations/finance/transportation/customer service and the development and implementation of continuous improvement initiatives. The position will manage multiple projects of varying complexity and will require strong analytical and problem solving skills. The E.D. will develop/implement plans to produce financial viability, process improvements, and efficiencies pertaining to transportation, health and safety. The position requires a demonstrated experience/effectiveness in establishing and maintaining relationships with stakeholders and developed skills in collaborating with stakeholders to create a highly valued outcome. The position requires a high level of leadership and communication skills. A proven successful track record in improving organizations financial, operational and customer service is necessary. Ability to execute is key.

A job description and understanding of Board's near term priorities may be viewed at BATA's web-site: www.bata.net/ Confidential inquiries may be made to Paula Sagala, 231.883.3186. Resume along with cover letter indicating salary history is to be sent to Paula Sagala, 3829 Paddock Drive, Traverse City, MI, 49684. Deadline for postmarked resumes is Thursday, February 12, 2009. EOE