**Sunset Empire Transportation District**

Invites applications for the position of:

**Executive Director**

Opening Date: December 16, 2024

Closing Date: February 14, 2025

The Executive Director serves as the district’s chief executive officer and reports to a seven-member elected board of directors.

**Location:** Astoria, Oregon

**Application Deadline: February 14, 2025**

**Pay and Benefits:**

Starting Salary: $110,000.00 annually

**Desirable Starting Date:** On or Before April 1, 2025

**Position Summary:**

Sunset Empire Transportation District is currently recruiting qualified applicants to fill the position of Executive Director. Serving as the district’s chief executive officer, the Executive Director reports to a seven-member elected board of directors.

The district is looking to hire a person who, through collaborative leadership, board, staff, and customer engagement, and outstanding management and administrative skills will enhance the district’s ability to deliver transportation services efficiently and effectively. The Executive Director must be able to develop and manage a district-wide budget and keep the board apprised of any irregularities. The Executive Director is also expected to continually look for opportunities to raise additional funds through grants and other means that will enhance the transportation system. Additionally, the Executive Director must have exceptional communication skills with the ability to address issues calmly, tactfully, and proactively.

**About the District**

The Sunset Empire Transportation District (SETD) was formed by the Clatsop County Board of Commissioners on March 24, 1993. The district has been providing transportation in Clatsop County ever since and is located in the northwest corner of the state of Oregon along the coast. SETD encompasses the entire county covering approximately 840 square miles and serving over 37,000 citizens

**The Ideal Candidate** –

The individual appointed to this position will possess well-developed business management, administrative and leadership skills. They will recognize that policy is set by the Board of Directors and provide an open and direct flow of information to help form District policies. The ideal candidate will also:

* Be an excellent communicator and representative of the district.
* Act as a catalyst and “front” person who can help the board of directors, staff and the community create a clear vision for transportation in the community.
* Promote innovative ideas and concepts and sell them in the broader community.
* Maintain responsibility for establishing and nurturing successful press relations.
* Secure grants and other funding sources to assist with transportation improvements and/or development.
* Prepare and track the annual district budget.
* Build and maintain collaborative partnerships with public agencies, private industry, and non-profit organizations.

To review the full job announcement and job description and to complete the application please see this link: <https://www.sdao.com/classifieds>. **To be considered as a candidate, please submit a completed and signed application, resume, and cover letter to the address or email listed below.** Electronic submission is preferred.

Attn. Shanta Carter

Sunset Empire Transportation District – Executive Director

Special Districts Association of Oregon

PO Box 23879

Tigard, Oregon 97281

Email: [sdaoconsultingservices@sdao.com](mailto:sdaoconsultingservices@sdao.com)