

**SUNSET EMPIRE TRANSPORATION DISTRICT**

**JOB DESCRIPTION**

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| ***TITLE*** | Executive Director | ***CREATED*** | September 2014 |
| ***DEPARTMENT*** | Administration | ***REVISED*** | June 2023 |
| ***JOB CLASS*** | 1 | ***SAFETY SENSITIVE*** | No |
| ***LABOR UNION*** | Unrepresented | ***FLSA*** | Exempt |
| ***REPORTS TO*** | Board of Commissioners |  |  |

**Position Overview:**

The Executive Director, under the general direction of the Board of Commissioners will serve as the representative of Sunset Empire Transportation District (SETD), assuring that all responsibilities and functions of the District are carried out in a timely and responsible manner. This position will ensure the long-term viability of SETD through recommendations to the Board, mentoring and building a solid workforce, and advocate of the District’s purpose for meeting the needs of the public through development of inter-county and intra-county programs. The Executive Director is responsible for the overall planning, organizing, and financial management of SETD, and responsible for the efficient operations of the District, which includes the implementation of all policies adopted by the Board.

This position will fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance to protect the health and safety of the public and SETD employees. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work with a wide range of community groups, public and private sector officials, and individual citizens.

**Reporting Relationships:**

The Executive Director reports directly to the Board of Commissioners of Sunset Empire Transportation District. The position is responsible for the development of an appropriate organization structure that describes the reporting mechanism for all positions in the District.

**Essential Functions/Major Assignments:**

1. Promote excellence, dependable performance, responsible customer services, pride, initiative, commitment, cooperation, safety, and a team approach throughout the District. Evaluate and define District programs and policies along with the development of the budget. Oversee staff of professional, technical, and office support staff and hold them accountable for results.
2. Prepares all plans and specifications for acquisitions of equipment or construction or improvements of facilities for the District.
3. Assists the Board of Commissioners in the development of strategic plans that address the financial and service levels of the District.
4. Prepares and submits to the Board each year a complete report of the District’s finances and administrative activities from the preceding fiscal year.
5. Represents the policies of the Board of Commissioners to the media, citizens, and local organizations/groups regarding the District.
6. Prepares draft agendas for Monthly and Special Board meetings.
7. Communicates effectively to the Board on matters of the District.
8. Represents the District at designated public and professional meetings related to transportation. Communicates information on District transit program activities and status of projects to government officials, news media, and the public. Reports regularly to state and federal transit agencies on the status of the SETD transportation programs.
9. Prepares and recommends policies for Board review and adoption and ensures the Board Policy Manual is maintained.
10. Maintains an operational awareness of all Federal, State, and local laws and regulations that affect the operation of the District and informs the Board of changes.
11. Prepares District annual budget.
12. Ensures monthly expenditure and revenue reports are submitted to the Board for review on a timely basis.
13. Administers the District’s operational and personnel policies.
14. Ensures that all employees are evaluated on an annual basis.
15. Ensures the District’s Drug & Alcohol policy is maintained to Industry Regulations.
16. Ensures that all operational activities are in compliance with Federal, State and Local regulations.
17. Develops operational performance metrics for the analysis of bus and ParaTransit operations, ridership, customer service and employee relations.
18. The Executive Director may serve as the Budget Officer of the District.
19. This position will require some travel and will at times include overnight stays.

**Secondary Functions:**

1. Ensures the District’s website is maintained and updated.
2. All other duties as required.

**Specific Job Knowledge, Skills and Ability:**

1. Knowledge of issues related to transportation systems and planning.
2. Knowledge of department of transportation (DOT) regulations, state and federal rules and regulations relating to transit systems.
3. Knowledge of administrative principles associated with budgeting, program planning, project management and contract management.
4. Basic knowledge of fleet operations, purchasing and maintenance.
5. Skills in Board relations, personnel administration, fiscal management, and government relations
6. Skills in planning and goal setting. Plans must consider options and contingencies and must include methods for handling any difficulties encountered and focus on the impact of the plan on others.
7. Must possess excellent public speaking skills.
8. Skills in effective communication both verbally and in writing with managers, supervisors, coworkers, and other individuals inside and outside of the District.
9. Skills to exhibit a professional manner in dealing with others and ability to maintain constructive working relationships inside and outside of the District.
10. Proven ability to seek out funding sources and to write successful grants for capital projects, equipment, and operating needs.
11. Ability to meet deadlines and work independently in cooperation with community and agency representatives.
12. Ability to plan, implement, and evaluate District activities based on policy guidelines, regulations, and laws.
13. Ability to set priorities and develop realistic solutions to problems.
14. Ability to express ideas effectively, both verbal and in writing. Use sound judgment and not be afraid to take reasonable risks.
15. Ability to field and diplomatically respond to questions, comments and complaints from riders and the general public.
16. Ability to adapt to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with managing uncertainty.
17. Ability to conduct oneself with integrity, character, and trustworthiness. Must be reliable, responsible, and dependable.
18. Ability to process high stress situations calmly and effectively.

**Education, Experience and Certification/Licensure:**

Equivalent to a Bachelor’s degree, in the field of business, transportation, public administration or related field with at least five (5) years’ experience in transit services, transportation planning or related field. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

**Job Conditions:**

1. This position operates in a professional office environment.
2. The usual schedule is Monday through Friday in the office, during regular office hours, though deviations from the regular schedule may happen with or without prior notice, including weekends, or holidays.
3. Routinely uses standard office equipment, especially computers and mobile devices.
4. In performance of the duties of this job, the employee is occasionally required to stand; walk; sit; use hands or fingers, handle or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear; and drive an automobile.
5. The employee must occasionally lift or move office products and supplies, up to at least twenty (20) pounds.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract.

The Board of Commissioners has the exclusive right to alter this job description at any time with appropriate notice. The Board has the exclusive right to alter this job description at any time with proper notice

This is an accurate description of the essential functions of my position.

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Employee Signature Date

*(The signature of the employee indicates this document has been read and is understood.)*

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Board Chair Signature Date

*(The signature of the Board Chair confirms the assignment of work to the employee.)*