

**VALLEY TRANSIT
EXECUTIVE DIRECTOR POSITION DESCRIPTION**

Position Title: Executive Director

Salary Range: \$60,000-90,000

Reports to: Board of Directors

Work Location: 225 W Riley Ave, Wasilla, Alaska 99654

Mission: To provide accessible, sustainable, reliable, efficient and quality public transportation.

Background information: Valley Transit is a non-profit public transportation provider for the Matanuska-Susitna Valley. Valley Transit is being formed as a merger of two organizations to improve efficiency and ensure transit funding is sustainable. The merging organizations are Mat-Su Community Transit (MASCOT) and Valley Movers. Public transportation services offered by Valley Transit include fixed route commuter service and demand response service. The primary funding source supporting operations is the Federal Transit Administration (FTA) Section 5311 Formula Grant Program, passed through the Alaska Community Transit Office. Valley Transit seeks an Executive Director to lead the new organization.

The Executive Director is responsible for overall leadership of the staff, capital equipment and professional work in planning and administering the overall operation of the area public transportation service, including but not limited to the fixed route commuter service and demand response service to ensure safe and efficient service is provided to residents and visitors in the Mat-Su Valley. The Executive Director also coordinates public transportation services with neighboring cities, universities, and other public transportation providers. The incumbent is responsible for overall leadership and effective management of Valley Transit while adhering to the policies and directions of the Board of Directors, as well as all applicable local, state, and federal laws and regulations.

Fixed Route Commuter Service, Average Annual Ridership: 80,000

Demand Response Service, Average Annual Ridership: 10,000

Job Summary

The Executive Director serves as chief administrative officer of Valley Transit and manages all aspects of the local and commuter services. While the Board of Directors reserves the ultimate decision-making authority as to the goals, budget, financing, policies and direction of the organization, the Board of Directors and the Executive Director are responsible for the organization's success. The Executive Director acts as the Board's liaison, and provides monthly status reports on transit operations. The Executive Director is responsible for grant applications, oversight and administration, and acts as the contact for the Alaska Community Transit Office. The Executive Director oversees the operation of Valley Transit with 26 employees and a \$1.8 million annual budget.

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 transportation entity.
- Keeps up-to-date on legislative and regulatory developments that may affect the operation and management of the system.

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2. Organizational mission, policy, and planning

- Works to implement the Board’s values, mission, vision, and short and long-term goals.
- Assists the Board to monitor and evaluate the organization’s relevancy to the community, its effectiveness, and its outcomes.
- Keeps the Board fully informed on the condition of the transit operations.

3. Management and administration

- Provides general oversight of transit operations and assures an accessible, sustainable, reliable, efficient and quality transportation system.
- Works to assure service and program quality, and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluations.
- Ensures organization is meeting the requirements as specified by grant/operating agreements.

4. Finance/Grants

- Oversees the fiscal activities of the organization including budgeting, reporting and auditing.
- Monitors the budget of each service, and applies for annual operating and capital funding from the State of Alaska and other sources.
- Leads the identification and submission of grant applications to public and private funding sources.

5. Community relations

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

Other requirements of the position:

This high-intensity position maintains full responsibility for the organization. Interpersonal and communication skills are required along with the ability to deal with a wide variety of personalities. Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes timely decisions regarding administrative issues, and delegates responsibility appropriately. S/he has a demonstrated history in personnel management from the hiring to the termination of employees.

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

Plans and meets deadlines, and maintains a flexible, full time work schedule to meet the demands of executive management.

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

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

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Required Knowledge, Skills and Abilities:

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

Education: Bachelor's Degree or equivalent management experience in the field of transportation. Relatable experience in association management, non-profit or governmental administration may be acceptable depending on the level and type.

Experience: Minimum of four (4) years-experience in a related field, preferably in the transportation industry, including two (2) years supervisory experience. Also a plus:

Formal prior transit planning experience.

Non-profit and Exempt Organization knowledge and experience or experience with similar Transportation Authorities.

Experience in collaborative entities and partnership arrangements.

Experience with transactions and negotiations with Elected Officials.

License or certificate: Must possess a valid Alaska Driver's License as required for the position to operate vehicles of the organization.

Other Requirements: Any job offer and continued employment is contingent upon completing and passing a pre-employment drug and alcohol screen and background investigation.

Useful Links:

www.matsutransit.com

www.valleymover.org

www.dot.alaska.gov/stwdplng/transit/

www.transit.dot.gov/funding/grants/grant-programs/formula-grants-rural-areas-5311

Valley Transit is an Equal Opportunity Employer.

How to Apply:

To apply for this position, please provide a cover letter summarizing your interest in the position and your resume by email to: agiddings@ci.wasilla.ak.us .

Deadline to apply is 5:00 pm (Alaska Time) on March 3, 2017.