



EXECUTIVE DIRECTOR

REPORTS TO: Board of Directors

Exempt

JOB SUMMARY:

Responsible and accountable for the day-to-day leadership, management, and administration of Island Transit. Responsible for accomplishing the agency's mission and vision, as established by the Board of Directors. Ensures delivery of reliable, transparent, safe, service-focused transportation to the citizens of Island County.

SUPERVISES:

Finance Manager; Operations Manager; Maintenance Manager; Planning Manager; IT Manager; HR Manager; Executive Assistant.

ESSENTIAL JOB FUNCTIONS:

1. Develops goals, objectives, and policy initiatives to accomplish Island Transit's mission and vision, and presents them to the Board of Directors for their discussion and approval. Communicates actively with the Board, and carries out their direction and mandates.
2. Provides organizational leadership and management to achieve responsive, cost-effective, high-quality public transportation service delivery.
3. Manages senior staff. This includes mentoring, monitoring goals and progress, ensuring staff training and development, and conducting employee performance evaluations.
4. Represents the agency to local, state, and federal agencies and other organizations. Provides professional consultation regarding public transportation programs and services. Maintains relationships with local officials and their staffs to plan and coordinate services.
5. With assistance of legal counsel, acts as final arbiter in interpreting legislation and regulations that govern Island Transit.
6. Represents and advocates for Island Transit in a variety of settings, including with public officials and other stakeholders. Makes requests to legislative committees and testifies regarding the impacts of proposed legislation on public transportation. Represents the agency at public meetings, community events, conferences, and with professional transit associations. Remains current regarding challenges, trends, and issues facing public transportation.
7. Develops and projects a positive image for the agency and interacts effectively with media representatives and the public. Is personally accessible and responsive when appropriate.

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8. Performs other activities required to accomplish Island Transit's mission, as defined by the Board of Directors.
9. Excluding legally protected information, ensures transparency of operations so that the Board of Directors, the employees, and the public all have access to information about agency plans and activities.

QUALIFICATIONS:

To perform this job successfully, each essential function must be performed satisfactorily. The requirements listed below are representative of the knowledge, skills, abilities and personal attributes required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Leadership Skills and Attributes:

- Ability to establish trust with Board members, leadership, employees, riders and community
- Able to address bias, problems and complaints effectively
- Operational management skills including:
 - Staff management
 - Board relations and communications
 - Program development
 - Development and procurement of or delivery of employee training program
 - Fiscal/budget management with full transparency and respect for fact that operating costs are met through public funds
 - Agenda setting
 - Logistics
 - Project management
 - Able to understand and implement policies, identify problems within them, and lead efforts to resolve when problems exist
- Excellent communication skills
- Effective management of relations with union
- Forward thinking in foreseeing infrastructure needs and effectively planning to meet them, including maintenance of organization and equipment
- Open to change
- Consistent and reliable:
 - Behavior and guidance
 - Adherence to policies
 - Positively influencing the culture of the organization

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- Able to ensure that marginalized Island Transit users are dependably considered
- Able to be a true leader, not just a manager:
 - Engaged listener
 - Sets expectations for self, staff and organization
 - Fosters collaboration between departments
 - Accountable and able to ensure accountability of others
 - Empowers others to effectively execute
 - Does not micromanage
- Impeccable integrity, holds law/policy/rule as primary
- Ability to read, analyze, and interpret complex documents, including legislation and contracts.
- Ability to demonstrate strong listening skills, including with the public and all levels of the organization.
- Ability to make effective and persuasive public presentations on controversial or complex topics.
- Ability to work with mathematical concepts such as probability and statistics.
- Ability to analyze and interpret financial reports, budget documents and operational data to ensure the application of sound fiscal management principles and practices, and the integrity of the agency's financial position.
- Ability to exercise good judgment in decision-making, based on complex, limited or conflicting information.
- Ability to interpret complex information furnished in written, oral, diagram or schedule form.

Preferred Attributes:

- Understanding of legislative processes and effective collaboration with lobbyists
- Understanding of grants and grant management
- Understanding of public relations and related communications
- Advanced understanding of policy and effective collaboration with policy staff and contractors

Education and Experience:

- Bachelor's Degree in job-related field of study from an accredited four-year college or university required. Graduate degree in business, public administration, or related field preferred.
- An equivalent combination of education and experience sufficient to perform the essential functions of the job will be considered.

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LICENSES AND CERTIFICATES:

- Valid Washington State driver's license at time of hire and ability to maintain licensing during length of employment.
- Acceptable driving record (in accordance with Island Transit personnel policy) and a five-year motor vehicle history check.

SPECIAL REQUIREMENTS:

- All offers of employment are contingent upon passing a background check and credit check.
- The Executive Director position may be subject to Federal Drug and Alcohol testing.

Approved by Island Transit's Board of Directors:

Chair, Island Transit Board of Directors

Date

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all inclusive listing of work requirements.

This summary Job Description does not constitute an employment agreement and is subject to change as the needs of the employer and requirements of the job change.

Employee acknowledgement of receipt of job description:

Employee

Date