

Tulare County Regional Transit Agency (TCRTA) Executive Director
[Non-Competitive (At-Will)]
Tulare County

DEFINITION

The Executive Director serves as chief administrative officer and manages all aspects of the Agency in terms of development initiation, administration, daily operations, and maintenance. Together, the TCRTA Board and Executive Director will assure the Agency's relevance in the community, the accomplishment of its mission and vision and accountability of the Agency and overall success to its diverse constituents.

DISTINGUISHING CHARACTERISTICS

Governed by an eight-member Board of Directors comprised of representatives from eight jurisdictions served by TCRTA, The Executive Director is responsible for overseeing TCRTA's daily operations and for shaping and leading the Agency's strategic long-term vision as well as any planned expansions; ensuring that the organization is planning to meet future needs of the community by providing both equitable and sustainable transportation options while not compromising the quality of service currently being delivered on a daily basis. The Tulare County Association of Governments (TCAG) temporarily provides legal and administrative support to TCRTA. This classification is in the non-competitive service of the County.

DUTIES

Manage a customer-centric, publicly financed organization that provides year-round transit service to its customers daily with an emphasis on safety, security, reliability, cost, and on-time performance.

Create additional or new sustainable revenue streams including public-private partnerships for business operations, planned growth and expansion.

Prepare an annual operating budget and any budget amendments for Board review and approval and administers all services and activities within the budget adopted by the Board.

Develop and implement a service plan that is consistent with Board and stakeholder priorities and reports periodically to the Board on the status of service, relative to the service plan and the adopted budget.

Develop relationships with businesses and other organizations to create public-private partnership opportunities which lessen the reliance on grants, farebox revenues and public funding.

Oversee and implement effective cost-control measures and ensure they are in place at all levels of the agency.

Oversee an effective marketing plan to advance a positive culture and strong public image that promotes the agency, its services, and increases ridership.

Provide sound oversight and management of daily operations, maintenance and short- and long-term capital projects.

Essential job duties may be assigned that are not listed above but are relative to this job classification. (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

Knowledge of:

- Compliance of local, state, and federal laws and regulation (EPA, OSHA, DOT, ADA, EEOC)
- Knowledge or work experience with FTA Triennial Review, Transit Asset Management, Public Transportation Agency Safety Plans, and annual NTD reporting.

Skill/Ability to:

- Ability to demonstrate strong financial management skills; Oversee large and complex budgets and an ability to offer creative solutions to run the organization more efficiently and effectively.
- Ability to demonstrate a results-driven dedication to accuracy, sense of urgency, efficiency, and on-time delivery.
- Ability to accept, embrace and adjust to constructive feedback and make suggestions for change.
- Ability to communicate with and treat all stakeholders equal and with respect.
- Demonstrate skill as a competent public speaker.
- Ability to engage and work effectively and persuasively with local leaders, state and federal agencies, community partners, the press, and the public.
- Ability to facilitate, negotiate and provide realistic and strategic solutions to problems and comfortable mediating difficult situations and building consensus.
- Ability to provide creative ideas, solutions, and approaches to mobility challenges in Tulare County.

Education:

- Graduation from an accredited four-year college or university with a bachelor's degree in transportation, management, engineering, business management, planning or related field that is acceptable within the United States' accredited college university system.

Experience:

- Ten (10) years of progressively responsible experience within a transit agency or another public or private entity of comparable nature, complexity, and size to the Tulare County Rural Transit Agency, five (5) years of which includes executive level management experience.

Desirable:

- While a bachelor's degree in transportation management, engineering, business management, planning or related field is required, a master's degree is preferred.
- Ability to demonstrate a leadership style that will foster a healthy and productive work environment.

License or Certificate

- Possession of, or ability to obtain, an appropriate, valid Class "C" California driver's license.

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