

**YUBA-SUTTER TRANSIT AUTHORITY
POSITION DESCRIPTIONS**

**EXECUTIVE DIRECTOR
Adopted January 19, 2023**

DEFINITION

To plan, organize, direct, and review the overall activities and operations of the Authority; to advise and assist the Board of Directors; to represent the Authority's interests at local, regional, State, and Federal levels; and to coordinate activities with outside agencies and the community.

DISTINGUISHING CHARACTERISTICS

This is a single-position chief executive classification. The Executive Director's duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent is responsible for representing the Board's policies and programs with employees, community organizations and the public. This is an at-will position under contract with the Board of Directors.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Directors.

Provides supervision over management, professional and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develops, plans and implements Authority goals, and objectives; develops and administers policies and procedures.

Coordinates activities within the Authority and with outside agencies and organizations; makes appropriate decisions or recommendations for Board of Directors consideration and adoption; provides assistance and advice to the Board of Directors; prepares and presents staff reports and other necessary correspondence.

Directs, oversees, and participates in the development of Authority-wide work plans; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.

Directs and performs contract management, facility planning and development.

Directs the development and administration of the Authority's budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.

Prepares and submits to the Board of Directors annual reports of financial, administrative, and operational activities; keeps the Board of Directors advised of financial conditions, program progress, and the present and future needs of the Authority.

Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Authority.

Coordinates with outside counsel on legal issues affecting the Authority.

Represents the Authority to outside groups, organizations, and the public; participates in community and professional groups and committees; provides technical assistance as necessary.

Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.

Builds and maintains positive working relationships with the Board of Directors, co-workers, Authority contractors and the public using principles of good customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of modern and highly complex transit administration, organization, and services.

Principles and practices of effective public relations and interrelationships with community groups, local, regional, State and Federal agencies, and the public.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of organization, administration, and personnel management.

Policy, regulatory, and compliance issues affecting the transit industry.

Principles and practices of budget preparation and administration.

English grammar, punctuation, spelling, and usage.

Technical report writing.

Modern office equipment and methods including use of computer applications.

Ability to:

Plan, direct, and control the administration and operations of the Authority.

Prepare and administer Authority budget.

Use a variety of personal computer applications.

Develop and implement Authority policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Authority, local, regional, State, Federal, and District policies, procedures, rules, and regulations.

Communicate clearly and concisely, both orally and in writing.

Serve effectively as the administrative agent of the Board of Directors.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Ten years of administrative or management experience that involved the planning, implementing, and supervising of varied programs within the transit industry.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public or business administration, urban, regional or transportation planning or a related field.

License or Certificate

Possession, or ability to obtain, a valid California driver's license. Proof of adequate vehicle insurance and acceptable driving record may be required.

The Authority may conduct a background check on candidates prior to appointment that may include personal and professional reference checks, credit history checks, Social Security verifications, professional license/registration verification, military service information, and driving history.