

EXECUTIVE DIRECTOR

Reports to:

Ludington Mass Transportation Authority Board of Directors.

Work Schedule:

Full-time – Salary Position – 40 hours/week or as needed.

Fair Labor Standards Act Status:

Exempt.

Description of Position:

The Executive Director of LMTA is responsible for providing strategic leadership for the Authority by working with the Board of Directors to establish long range goals, strategies, objectives, plans and practices for the Authority. The Executive Director is responsible for providing a motivational climate for employees, while supervising, guiding and directing all personnel activities. The Executive Director is required to pursue, execute and coordinate all federal, state and local public transportation programs, appropriate to the Authority and to prepare all technical reports for budgeting, grant preparation, system accountability and performance reports for the Ludington Mass Transportation Authority Board of Directors.

Essential Functions:

- Oversee all facets of LMTA operation and willing to learn the bus industry, dispatching, driving, routing, ridership needs and trends, vehicle specifications and vehicle types.
- Work with local units of government to coordinate and consolidate transportation services.
- Meet with City Council and Township Boards as needed, to provide information and educate local governments about LMTA services and needs.
- Participate in meetings with the local Chamber of Commerce, Economic Development corporations, Disability Groups, Senior Citizen Centers, and other local groups to promote LMTA service.
- Prepare budgets as required for existing LMTA service as well as budgets for other townships and villages as needed.
- Participate in state transit associations to promote public transportation and lobby on behalf of the LMTA and public transportation at the state and federal level.
- Attend MDOT and FTA training sessions and meetings as well as Michigan Public Transportation Association and Michigan Transit Pool meetings.
- Oversee the procurement of funding for operating and capital needs, including but not limited to Federal Section 5309 earmarks, Safe-Tea-Lu funds, Section 5311, Rural Task Force, Mason County Road Commission and local millage funds.
- Prepare and present budget on annual basis to the LMTA Board of Directors including, but not limited to wage, salary and fringe benefit information for the upcoming year.
- Plan, schedule and oversee LMTA Board or Committees of the Board as necessary, including preparing and presenting period written updates to the Board of Directors.
- Review, analyze and recommend changes to service and fare structures the LMTA Board of Directors as needed.
- Work closely with and/or communicate with MDOT's project manager and project supervisors on various issues, including, but not limited to LMTA budget, capital purchases grants and regulations.

Essential Functions continued:

- Respond to and comply with annual audit recommendations.
- Evaluate and respond to service complaints and other complaints from the public.
- Oversee American with Disabilities Act (ADA) compliances.

Standards and Qualifications:

Education and Experience

Graduation from an accredited four-year college or university with a Bachelor's of Arts Degree and three years progressively applied work experience in public/business; or a level of education that, together with experience and training, enables the applicant to demonstrate the required knowledge and experience.

The successful applicant's will possess a clear criminal record other than minor traffic violations and shall maintain that record as such as a condition of employment.

Knowledge and Skill Requirements:

Knowledge

- Grant Administration.
- Budget Preparation.
- Marketing/Advertising.
- Research and Development.
- Public Speaking.
- Interpersonal communication.
- Policy Analysis.
- Recordkeeping.
- Personnel Management.
- Contract Law – Regulation interpretation.
- Knowledge of Federal, State and local laws.
- Regulations pertaining to FTA and MDOT.
- Facilities planning and management.

Skills

- Ability to effectively deal with superiors, subordinates, peers, local units of government and the general public.
- Ability to follow and give complex to moderately complex oral and written instructions.
- Ability to prepare operating and capital assistance grant request to LMTA, MDOT and locally where applicable.
- Ability to effectively research, write and publicly present plans and reports to public groups, staff and governmental agencies.
- Ability to effectively assess, analyze and quickly make administrative, operations and maintenance decisions.
- Ability to prepare of policy statements.
- Ability to supervise the work of staff including coordinating, assigning, monitoring, and evaluating work; hiring, training, counseling, and disciplining staff; processing grievances.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to exercise sound judgment within established guidelines.
- Ability to maintain cooperative working relationships with a variety of citizens, board, and LMTA staff.
- Ability to be personable, outgoing, and energetic and have good communication skills in addition to the following attributes.

Physical Job Requirements:

- Must be able to stand and/or sit continuously to perform job functions.
- Must be able to physically stand, bend, stoop, kneel, reach, twist, lift, push, pull, climb steps, crouch, handle or move passengers.
- Must be able to lift up to 25 pounds.
- Visual acuity corrected to perform job functions.

Other Job Requirements:

- Must possess and maintain a valid Commercial Driver's License with a P endorsement.
- Subject to random drug testing per LMTA's Drug and Alcohol Testing Policy and Over-the-Counter and Prescription Medication Policy.
- Subject to periodic driving record check through the Department of State Bureau of Driver and Vehicle Record Lookup.
- Attend employee meetings as necessary
- Willing to attend additional training as needed.

Environmental Conditions:

Will be subject to inside environmental conditions.

Acknowledgement:

I acknowledge that I have read the Job Description and I understand what will be expected of me. I further acknowledge that the above statements are intended to describe the general nature and level of work being performed by people assigned to this job and that they are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions. I also understand that I am an AT-WILL employee of Ludington Mass Transportation Authority and that this Job Description does not constitute a contract of employment.

The application will remain confidential until interviews with all candidates are completed.

Applicant Signature: _____ Date: _____

