

# CENTRAL COMMUNITY TRANSIT

WILLMAR, MINNESOTA



## EXECUTIVE DIRECTOR

**\$105,000 - \$120,000**



# is seeking an Executive Director

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## ANNOUNCEMENT

**Job Summary:** Responsible for the management of the Central Community Transit (CCT) System. This position is responsible for planning, developing, and implementing all functions of the CCT System while maintaining compliance with all laws, rules, and regulations. Public transit system of a local municipality serving a public entity to connect people to jobs, education, healthcare, and leisure activities.

**Salary Range:** \$105,000 - \$120,000

**Minimum Qualifications:** Minimum of 5 years of management and supervisory experience and demonstrated ability in the areas of:

- Service planning, development, and operations
- Working with boards and diverse community organizations
- Contract negotiations and proposal development
- Finance and personnel management

### APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by March 11, 2026 and must contain:

1. Cover Letter
2. Résumé
3. Formal Application

### SELECTION TIMELINE

Application deadline: March 11, 2026

Finalists selected: March 12-16, 2026

Interviews: Week of April 13

Candidate selected: Week of April 13

### POSITION PROFILE

View the full position profile, job description, and benefits package at [mnspsc.org/careers/government](http://mnspsc.org/careers/government) or [cctbus.org](http://cctbus.org).

### SEND APPLICATION MATERIALS TO

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Manager, Local Government Solutions  
South Central Service Cooperative  
2075 Lookout Drive,  
North Mankato, MN 56003

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# IDEAL CANDIDATE

## Personal Characteristics

The Personnel Committee seeks an executive director who is trustworthy and demonstrates unwavering integrity, fostering confidence and credibility throughout the organization. This leader should empower others by demonstrating strong leadership that inspires collaboration, adaptability, and shared success. They will be deeply process-oriented and committed to high-quality customer service, ensuring consistency, efficiency, and responsiveness in all operations. Above all, the ideal candidate will cultivate a healthy, supportive workspace where staff can thrive and feel valued.



## Technical & Management Skills

The Personnel Committee seeks an executive director with the ability to unify CCT's three locations into one positive organization. The ideal candidate will bring strong management capabilities, solid financial acumen, and proven experience overseeing budgets, identifying cost-saving and revenue-generating strategies, and ensuring full legal and regulatory compliance, including adherence to MnDOT standards. They should be well-versed in public-sector operations, with an understanding of bylaws and board relations. Additionally, this individual must excel in strategic planning and goal-setting, demonstrate proficiency with office applications, and quickly learn new software and systems.

## Top Priorities

The Personnel Committee has identified several key priorities for the next executive director to address over the coming 1-3 years. These include fostering a positive, forward-thinking work environment that raises morale and invests in both employees and riders. The director will be expected to strengthen communication and coordination across all locations and departments, ensuring greater organizational cohesion. Updating essential documents, such as bylaws, job descriptions, and board responsibilities, along with assisting the Joint Powers Board in developing new bylaws. Additional priorities include establishing comprehensive training for board and committee members and overseeing the successful transition of the main office into a permanent location.

# THE POSITION

A full description and benefits package can be viewed at [mnspsc.org/careers/government](http://mnspsc.org/careers/government) and [www.cctbus.org](http://www.cctbus.org).

## Job Summary

Responsible for the management of the CCT Public Transit System.

## Position Purpose

Responsible for planning, developing, and implementing all functions of the CCT System while maintaining compliance with all laws, rules, and regulations. Public transit system of a local municipality serving a public entity to connect people to jobs, education, healthcare, and leisure activities.

## Qualifications

Minimum of 5 years management and supervisory experience and demonstrated ability in the areas of:

1. Service planning, development & operations.
2. Working with boards and diverse community organizations.
3. Contract negotiations and proposal development.
4. Finance and personnel management.

Preferred: Bachelor's degree in related field. Experience in public administration and transit management. Communication and organizational skills.

## Functions and Duties Performed by Transit Director

Plan, develop and implement all functions of the CCT system including:

1. Development and oversight of annual budgets
  - Procurement of all expenses and revenues.
  - Develop and implement procurement strategies to ensure cost-effectiveness and efficiency.
2. Planning
  - Work with the Operations Board and the Joint Powers Board to develop and implement short and long-range plans for the transit system, including transit system design, technology applications, office procedures, and policies, in order to achieve enhanced efficiencies, financial health, customer satisfaction, and growth of the transit system.
  - Serve or participate on boards such as MnDOT, the Minnesota Public Transit Association, Area Transportation Partnership, Regional Transportation Coordination Council, and others.
3. Grant Writing
  - Write the annual management proposal to the MnDOT Office of Transit and Active Transportation (OTAT).
  - Identify funding sources, gather information for, and complete grant applications.

# THE POSITION

A full description and benefits package can be viewed at [mnspsc.org/careers/government](http://mnspsc.org/careers/government) and [www.cctbus.org](http://www.cctbus.org).

## Functions and Duties Performed by Transit Director (Continued)

### 3. Grant Writing

- Comply with all terms and provisions of awards, grants, and contracts.

### 4. Marketing and Promotion

- Promote the transit program through such means as trade shows, radio, television, newspapers, and personal appearances.
- Coordinate between agencies and organizations to facilitate the use of the transit system and to subcontract direct service from the program.

### 5. Customer Satisfaction and Contract Service

- Respond to customer concerns or complaints to ensure their satisfaction with the transit system.
- Create new ways to provide enhancements, for reliable, customer-friendly service to customers.
- Negotiate, administer, and monitor contracts and working agreements with both public and private partners to best utilized available equipment and funds.

### 6. Supervise Employee Management

- Oversee employee recruitment, hiring, training, and supervision of all employees of the CCT Transit System.

### 7. Oversight of Other Programs

- Volunteer Driver/Non-Emergency Medical Transportation Programs.
- Elderly and Disabled Transportation Program (5310 Transportation).

### 8. Vehicle Management

- Oversight of Vehicle Maintenance and Safety.
- Reporting and Vehicle Procurements.

This job description is not intended to be all-inclusive, and the employee will perform other related duties assigned by the Operations Board and Joint Powers Board.

The Joint Powers Board reserves the right to revise this job description and change the job duties and responsibilities as the need arises.

This job description does not constitute a written or implied contract of employment.

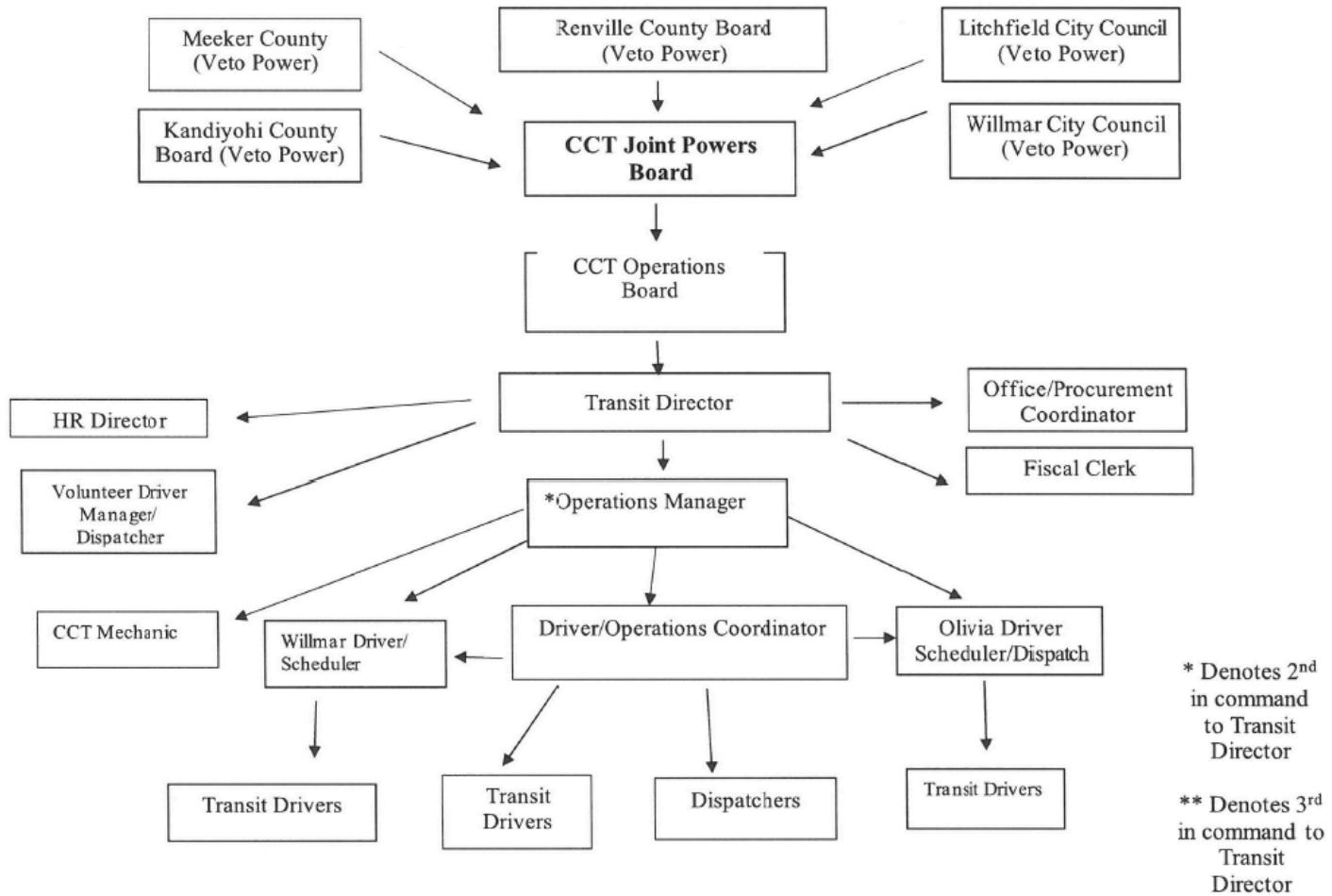
The Joint Powers Board is an Equal Opportunity/Affirmative Action Employer.

# BUDGET

Revenue		Expense	
Operating Revenue	\$675,000	Personnel	\$3,793,221
Revenue Total	<b>\$675,000</b>	Administrative	\$362,718
		Vehicle	\$490,948
		Operations	\$120,580
		Insurance	\$118,100
		<b>Expense Total</b>	<b>\$4,885,567</b>

# ORGANIZATIONAL CHART

CCT Chain of Command/Organizational Chart



# ABOUT US

**Central Community Transit (CCT) provides transportation for all residents of Kandiyohi, Renville, and Meeker counties.**

CCT has a fleet of 32 buses and over 50 volunteer drivers throughout the three counties.

Bus transportation is provided for all ages. Children ride the bus to and from school, daycare, and other activities, while adults ride the bus to and from appointments. Elderly people ride the bus to medical appointments, grocery stores, or to visit someone and get out of the house.



Photo Credit: West Central Tribune

## MONTHLY STATS

**CCT Monthly Bus Stats**

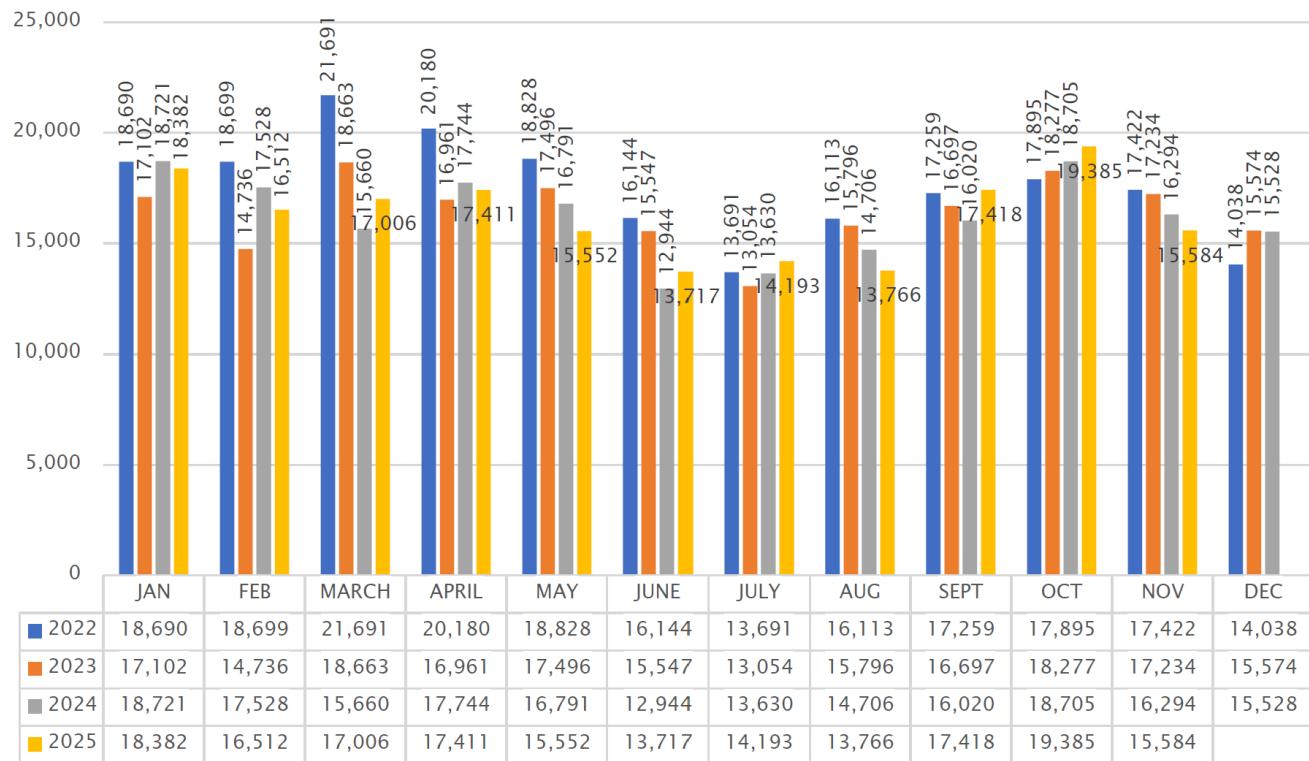
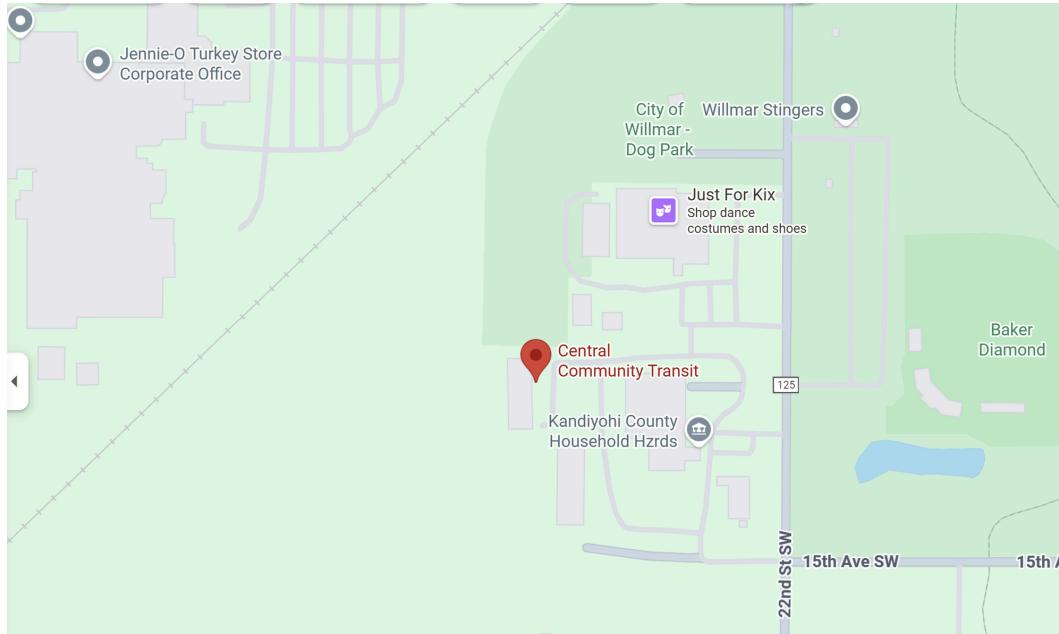




Photo Credit: West Central Tribune



## **Address**

1320 22<sup>nd</sup> St SW  
Willmar, MN 56201

## **Telephone**

320-214-7433

## **Connect with Us**

[www.cctbus.org](http://www.cctbus.org)