

**CENTRAL COMMUNITY TRANSIT JOINT POWERS BOARD
SERVING KANDIYOHI, RENVILLE, MEEKER,
CITY OF WILLMAR AND CITY OF LITCHFIELD**

EMPLOYMENT OPPORTUNITY

JOB TITLE: Executive Director

EXECUTIVE JOB LOCATION: Willmar, MN

Traveling amongst all three office locations: Willmar, Olivia, Litchfield

SALARY RANGE: \$85,000-\$110,000 *current salary range

\$105,000-\$120,000 **current market research range

STATUS: Full-time – exempt employee; Full benefits package.

JOB SUMMARY: Responsible for the management of the CCT Public Transit System.

ACCOUNTABLE TO: The CCT Joint Powers Board.

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.
- 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, newspaper, 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 utilize 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.