

# Benzie Transportation Authority

## Executive Director

### Job Description

The Executive Director serves as chief administrative officer of the Benzie Transportation Authority (the "Authority") and manages all aspects of the Authority in terms of development, administration, operations and maintenance.

While the Authority's Board of Directors (the "Board") reserves unto itself ultimate decision- making authority as to the goals, budget, financing, policies, personnel and direction of the Authority, the Board of Directors and the Executive Director are responsible for the Authority's success. Together, the Board and Executive Director assure the Authority's relevance to the community, the accomplishment of its mission and vision, and the accountability of the Authority to its diverse constituents.

The Board delegates responsibility for management and day-to-day operations to the Executive Director, and s/he has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The Executive Director assists the Board as it carries out its governance functions.

#### **Essential Functions**

- Plans and implements programs. Establishes strong and appropriate relationships with the Board, its committees, staff, partners, financial supporters, and customers. Develops smooth and constructive relationships with executive colleagues, outside agencies, organizations and individuals.
- Plans and meets deadlines. Maintains a flexible work schedule to meet the demands of executive management. Hours may be long and irregular.
- Conveys a professional and positive image and attitude regarding the Authority and the non-profit, for-profit, and government sectors. Demonstrates commitment to continued professional growth and development.

#### Legal compliance

- Assures adherence to all legal and regulatory statutes and processes.
- Ensures compliance with relevant laws and regulations in all aspects pertaining to a government entity in general and a transportation entity in particular.
- Keeps abreast of legislative and regulatory developments that may affect the operation and management of the system.

#### Mission, policy and planning

- Implements the Board's values, mission, vision, and short- and long-term goals.
- Assists the Board to monitor and evaluate the Authority's relevancy to the community, its effectiveness, and its outcomes.
- Keeps the Board fully informed on the condition of the Authority and on all important factors influencing it.
- Identifies problems and opportunities and addresses them; brings those which are appropriate to the Board and/or its committees; and facilitates discussion and deliberation.
- Informs the Board and its committees about trends, issues, problems and activities relating to the mission. Recommends policy positions.
- Keeps informed of developments in human services, management and governance, philanthropy and fund development.

#### Management and administration

- Provides general oversight of all Authority activities and assures a smoothly functioning, highly efficient, and effective transportation system.
- Assures program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluations.
- Assures a work environment that promotes recruitment, retention and support of quality staff. Assures a process

**Benzie Transportation Authority**  
**Executive Director**  
**Job Description**

for selecting, developing, motivating, and evaluating staff.

- Recommends staffing and financing to the Board of Directors. In accordance with Board action, recruits personnel, negotiates professional contracts, and assures that appropriate salary structures are developed and maintained.
- Specifies accountabilities for management personnel and evaluates performance regularly.

**Governance**

- Assists the Board to articulate its own role and accountabilities and that of its committees and individual members, and helps evaluate performance regularly.
- Works with the Board's Executive Committee to enable the Board to fulfill its governance functions. Facilitates the optimum performance by the Board, its committees and individual Board members.
- With the Board Chair, focuses Board attention on long-range strategic issues. Manages the Board's due diligence process to assure timely attention to core issues.
- Works with the Board officers and committee chairs to get the best thinking and involvement of each Board member and to stimulate each Board member to give his or her best.
- Recommends volunteers to participate in the Board and its committees.

**Finance**

- Promotes services and processes in a cost-effective manner, maintaining a balance between the economic impacts and the high level of quality that the Authority sets.
- Oversees the fiscal activities of the organization including budgeting, reporting and auditing. Works with Board to ensure financing to support short- and long-term goals.
- Participates actively in identifying, cultivating and soliciting partners and funder prospects.

**Community relations**

- Facilitates the integration of the Authority into the fabric of the community by using effective marketing and communications activities in collaboration with relevant Board committees.
- Strengthens and fosters new partnerships with the Authority in ways that meet the community's needs, furthers the Authority's mission, and increases the Authority's relevancy and revenues.
- Acts as an advocate, within the public and private sectors, for issues relevant to the Authority, its services and constituencies.
- Listens to customers and the community in order to improve services and generate community involvement. Assures community awareness of the Authority's response to community needs.
- Serves as chief spokesperson for the Authority assuring proper representation of the Authority to the community.
- Initiates, develops, and maintains cooperative relationships with key constituencies.
  - Works with trade association, regulatory agencies, and representatives of transportation systems to promote legislative and regulatory policies that encourage a healthy community and address the issues of the Authority's constituencies.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Qualifications, Skills, and Conditions**

**Education/Experience:**

- A Bachelor's Degree is preferred with a minimum of 3 years of experience in a senior management position. As chief executive officer, this individual demonstrates critical competencies in four broad categories: commitment to results, business savvy, leading change, and motivating

**Benzie Transportation Authority**  
**Executive Director**  
**Job Description**

**Skills:**

- Commitment to results. The Executive Director is a systems thinker who is customer-focused and goal-driven. This individual identifies relevant information and helps transform this information into individual and organizational knowledge and learning. The chief executive is action oriented and innovative. S/he translates broad goals into achievable steps. S/he anticipates and solves problems and takes advantage of opportunities, is a self-starter and team player.
  
- Business savvy. As the Authority's leader, this position requires an individual with knowledge of and experience in management and administration. The position requires demonstrated experience in integrating and coordinating diverse areas of management. Knowledge in the following areas is required: public transportation, human services, finance and personnel; oral and written communications; planning and evaluation; and governance. Some experience in the field of management and governance, and community relations is preferred. Some general knowledge of partnership and fund development is also preferred. A high level of personal skills is required to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community. The individual must be comfortable working closely with people having a diversity of backgrounds and experiences among the Board, its committees, staff, partners, financial supporters, and customers.
  
- Leadership . The chief executive possesses the skills and implements the functions of a leader. S/he shares the Authority's values, mission and vision. S/he consistently displays integrity, models behavior, develops people, and builds teams. This individual deals effectively with demanding situations and designs and implements interventions.
  
- Motivating. The chief executive manages continuity, change and transition. This individual knows how to influence and enable others. S/he addresses the impact of attitude and action on the Authority and its participants.

**Job Complexity:** Regularly requires planning, solving problems, analyzing situations, making decisions, thinking creatively, and excellent organizational skills.

**Working Conditions:**

This is a high-intensity position based on full responsibility for the Authority. Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes timely decisions regarding administrative issues.

- No unusual physical exertion is required.
- Work is typically carried out in an agreeable environment as generally represented by normal office conditions.
- Tasks performed and the locations of the work are such that the incumbent's exposure to accident and health hazards is unlikely.

**Specific Requirements:**

- Must have a valid Michigan Driver's License and a good driving record.
- Must be able to work a fully flexible schedule including evenings, weekends and holidays.