



POSITION DESCRIPTION

Job Title: Executive Director
Department: Administration
Reports To: Board of Directors

Position Summary:

Direct, administer, and coordinate all operational, administrative and financial functions of the Greater Hartford Transit District, in accordance with the policies, goals and objectives as established by the Board of Directors. Assume responsibility for the operation and delivery of all District transit, support programs, services, and property management in a manner that aligns with related mission and fiscal objectives. Direct program management in accordance with the policies of the program funding and regulatory agencies. Interact with governmental, private, and public organizations to provide policy direction, technical assistance, guidance, and exchange of interests.

Essential Functions and Position Responsibilities:

- Direct and monitor the ongoing operation of all Transit District programs and services through subordinate managers and staff.
- Seek alternative funding resources while continuing to develop predictable and regular revenue streams and proactively identify new and/or potential funding resources.
- Establish budget priorities based upon revenue and expenditure trends, making adjustments when necessary.
- Provide executive management oversight for the administration of all contractual, grant, capital, and operating assistance grants. This includes but is not limited to; Federal Transportation Administration (USDOT Grants) and State programs (i.e. ADA Paratransit, Statewide Drug & Alcohol Consortium, Statewide Insurance Consortium, Supplemental Dial-A-Ride Assistance Program, Microtransit, and the Rural Transportation Assistance Program, etc.)
- Oversee all real estate-related activities in regard to planning, acquisition, construction, maintenance, and operation of current District owned transit facilities and prospective future sites. (Hartford Union Station, 148 Roberts Street, East Hartford, and 144 Roberts Street, East Hartford.)
- Establish and implement Hartford Union Station property, lease, development, maintenance and tenant relations strategies in order to maximize utilization of assets and profitability.
- Direct financial planning and accounting functions associated with all program operations, capital and operating grant funding, property management, and transportation services personally and/or through subordinate staff members.
- Prepare business and program specific financial forecasts and plans on an ongoing basis.

- Provide all duties required of the position in regard to the audit process.
- Annual discussion and negotiation with the District's insurance broker for binding coverages on; Property, General Liability, Umbrella, Cyber, and Directors & Officer renewals.
- Annual negotiation and renewal discussions with the District's broker for; health care and other associated employee-related benefits.
- Development and implementation of agency-wide and departmental goals, critical business outcomes, key performance indicators, policies, procedures, and plans.
- Execute all federal grants.
- Oversight of the Triennial Review.
- Liaison with community, government, social service, and professional organizations in the development, securing, and administration of District sponsored programs and operations.
- Ensure compliance with established procedures and accounting for equipment and facility use, sale, and disposal in a proper and timely manner.
- Ensure integrity of reporting processes, transactional accuracy and the fiduciary control in accordance with generally accepted accounting principles and program guidelines for all business ventures, state, and federally funded programs.
- Strategically update the vision for the District, providing strategies in anticipation of and in reaction to the changing dynamics of the region and of the local communities and riders served by the agency.
- Perform long and short-range planning to meet organizational goals and objectives.
- Provide direction and advise on major capital projects.
- Provide leadership in creating a work environment that encourages communication and collaborative problem solving.
- Develop and implement program & department policies, goals, and objectives.
- Collaborate with managers to hire, develop and retain highly competent & productive staff.
- Communicate the organization's vision into concrete plans, actions and measurable goals for staff.
- Provide leadership in personnel policies and initiatives.
- Invest in employee skill development through trainings and related educational programs.
- Proactive attention to environmental sustainability efforts.
- Prepare and ensure the timely and effective communication of all matters of significance to the Board of Directors, staff, and program oversight agencies.
- Preparation of materials and documents for Board and subcommittee meetings.
- Monitor local, state and federal policies and regulations; analyzing their impact on the operational efficiency and effectiveness of the District.
- Perform other related duties as required.

Knowledge, Skills, and Abilities:

- Finance and budget preparation and administration.
- Senior management experience which includes oversight of administration, finance, operations, facilities, and fleet maintenance.
- Strong customer service background.
- Ability to analyze complex issues, evaluate alternative solutions, develop sound conclusions and recommend appropriate course of action.

- Interpret and apply rules and regulations.
- Prepare and present oral and written reports.
- Demonstrate business acumen, integrity, strength in decision-making, and adept at conflict resolution
- Interact tactfully and persuasively with others in controversial situations.
- Maintain effective professional relationships at all organizational levels, with Board of Directors, District Officers, managers, and with other agencies.
- Reason logically and creatively as well as utilize a variety of analytical techniques to resolve complex and specialized managerial issues.
- Apply collaborative work strategies and gain the cooperation of employees at all levels of the organization.
- Create and persuasively communicate vision in the support of the District's overall direction.

Education and/or Experience:

- Bachelor's degree from a regionally or nationally accredited institution in business, public administration, urban or transportation planning, or a related field. Minimum of ten (10) years of increasingly responsible operations management experience in public transit which includes at least five (5) years of experience at a senior management level, in a function similar in size and scope.
- Cooperative and effective working relationships with; federal and state agencies, municipal governments, Boards of Directors, community advocates, and senior administrators of external agencies.
- Ability to translate broad strategies into specific objectives and action plans.
- Demonstrated ability to cultivate network of relationships both inside and outside of the organization with diversified financial, governmental, and business parties to foster the organization's missions and objectives.
- Outstanding contract negotiation skills.
- In depth knowledge of financial management and accounting practices.
- Principles, techniques, and practices of managing a quasi-municipal governmental organization or similar.
- Demonstrated ability to identify and resolve problems in timely manner; gather and analyze information skillfully.
- Experience which includes: principles, policies, and practices of management and administration, policy development and implementation, budget administration, and employee and organizational development.
- Excellent written and verbal communication and presentation skills
- Strong knowledge of transit related local, state and federal laws.
- Strength of modern office systems and business software.