

Santee Wateree Regional Transportation Authority

Job Description

Job Title: Executive Director
Department: Administration
Reports To: Board of Directors
FLSA Status: Exempt, Salaried
Date: 2000/2001

SUMMARY:

Under the general supervision of the SWRTA Board of Directors, the Executive Director oversees the administration of the agency and ensure that the agency meets its federal, state and local compliance obligations. The Executive Director [Chief Executive Officer (CEO)] is the senior ranking director who directs and coordinates activities of all departments, with and through the various directors in formulating and administering organizational policies and procedures. The Executive Director will work a minimum of forty hours per week on a schedule to be determined by the requirements and duties of the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Participates in planning, formulating, and administering company policies and developing long-range goals and objectives. Engages in short and long range planning to ensure that goals and objectives are met.

Oversee the day-to-day operations, maintenance, and administrative activities; collects analyses and interprets key performance indicators and takes appropriate action.

Responsible for staff development activities; leads the safety efforts and adheres to safety policy and procedures. Ensures security of the property assets.

Directs and coordinates activities of department(s) for which responsibility is delegated to the further attainment of goals and objectives.

Reviews analyses of activities, costs, operations, and forecast data to determine department progress toward stated goals and objectives. Works closely with the department heads in formulating and administering fiscal, personnel, and organizational programs.

Confers with the Board of Directors specifically the Chairperson and/or the Executive Committee of the Board to review achievements and discuss required changes in goals or objectives resulting from current status and conditions.

Provides efficient and professional management of SWRTA's financial and service delivery systems.

Reviews grant applications and monitors grant awards to assure maximum effective utilization.

Responsible for the compliance of all company policies; and works cooperatively with the senior staff toward the resolution of problems and attainment of goals for both the individual departments and the entire organization.

The Executive Director must be familiar with state, federal and local budget processes, and their relationships to SWRTA.

Communicates with other agency officials throughout the service area, as well as state to represent and market the mission and services of SWRTA.

Serves on local, regional, state, and federal committees to represent and market the mission and services of SWRTA.

Coordinates with state agencies in the development of positive solutions to enhance the SWRTA managerial policies and procedures.

Monitors the actions of the legislatures in areas pertaining to transportation and works with the Board of Directors to disseminate information as required.

Attends training sessions as required to maintain, obtain, or upgrade certifications and/or licensing.

SUPERVISORY RESPONSIBILITIES:

Manages the day-to-day operation of the SWRTA. Is responsible for the overall direction, coordination, and evaluation of the agency. Provides guidance to the senior staff and directly supervises five (5) Directors and supervise other employees as needed. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

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.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B.A. or B.S.) in business administration, finance or transportation planning and four to six years directly related managerial experience. Master's degree and transportation experience preferred but not necessary. A Bachelor's degree can be substituted with a minimum of ten (10) years of progressive experience in transportation and/or a related field.

LANGUAGE SKILLS:

Ability to read, analyzes, and interprets the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write letters, speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Board of Directors, top management, public groups, and/or state or federal officials.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to read charts and applies concepts, such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

Must be able to operate calculator and personal computer. Must be able to interpret spreadsheets and computer printouts. Must be able to communicate orally and effectively with co-workers and the public. Must be able to coordinate and motivate people with diverse skill levels to achieve common goals.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a South Carolina Driver's License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. However, the employee will occasionally encounter a higher level of noise throughout operational areas.

OTHER REQUIREMENTS:

Must pass pre-employment DOT physical. Must receive a negative result from a pre-employment DOT drug screen. Must receive negative results from post accident, return to duty, or reasonable cause DOT drug and/or alcohol testing.

Frequent day and evening travel throughout the service area and the state is required. Out-of-state travel with overnight stays is required.

Employee Signature

Date

Chairman of the Board or Designee Date