

Job Profile – Executive Director, Arizona Transit Association

ORGANIZATION STRUCTURE: The Executive Director position reports to the AzTA Board. Salary Range: Negotiable.

SPECIFIC RESPONSIBILITIES: The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. The Executive Director must build public understanding and support for public transportation by promoting the value of public transportation and mobility services at every opportunity. The AzTA Executive Director serves as a staff member and resource of all AzTA Committees.

Primary Duties and Responsibilities

The Executive Director performs all of the following:

Leadership

- Participate with the Board of Directors in maintaining the vision and strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization and transit industry
- Act as a professional advisor to the Board of Director on all aspects of the organizations activities
- Foster effective team work between the Board and the Executive Director and between the Board and Committees
- Act as a spokesperson for the organization, as appropriate
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate

Operational Planning and Management

- Develops an annual workplan consistent with the strategic plan and seeks full board approval of the plan.
- Attend and actively participate in all board meetings and ensure appropriate staff representation at relevant committee meetings.
- Monitor and facilitate committee activities to ensure coordination of goals and purpose.
- Create Board Agendas and Board minutes
- Develop and maintain an operational plan which incorporates goals and objectives set forth in the strategic plan of the organization
- Ensure that the operation of the organization meets the expectations of its members, Board and Contributors
- Oversee the efficient and effective day-to-day operation of the organization

- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; to include:
 - Guidelines for committee meeting and reporting
 - Procedures for organizing annual events including:
 - Board retreat
 - Rail Symposium
 - Golf Fundraiser
 - Legislative Day
 - Annual Conference
- Ensure that personnel, member, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agenda and supporting materials

Program Planning and Management

- Oversee the planning, implementation and evaluation of the organizations programs and services to include:
 - Regular communication with members with Legislative reports and other beneficial current information
- Oversee the planning, implementation, execution and evaluation of annual events
- Maintain website to include:
 - Association Business
 - Association calendar
 - Current transit-related news and Legislative reporting
 - Links to other transit agencies, local, state & federal
 - Links to educational and informational resources for members
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Administration of third party contracts with the Association.

Human Resources Planning and Management

- Determine staffing requirements for organizational management and program delivery
- Recruit, interview and select staff, as required, who have the right technical and personal abilities to help further the organization's mission
- Ensure that all staff and volunteers receive an orientation to the organization and that appropriate training is provided
- Implement a performance management process for AzTA staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance

- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

Financial Planning and Management

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget
- Work with the Board to secure adequate funding for the operation of the organization
- Research funding sources; oversee the development of fund raising plans and write funding proposals to increase the funds of the organization
- Participate in fundraising activities as appropriate
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditures of the organization
- Ensure that the organization complies with all legislation covering taxation and withholding payments

Community Relations/Advocacy

- Communicate with members to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establish good working relationships and collaborative arrangements with community groups, contributors, politicians, and other organizations to help achieve the goals of the organization
- Maintain productive working relationships on regional and national transit level
- Represent the organization at community activities to enhance the organizations community profile, as appropriate Represent AzTA as appropriate at State Transportation Board meetings, MPO/COG meetings, or any private forums which concern the advancement of the goals of the organization.

Risk Management

- Identify and evaluate the risks to the organization's people (members, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage

Qualifications

Education and/or Experience

- Requires a Bachelor's degree in job related fields of study (urban planning, business, economics, public administration, or related field) from a four-year college or university.
- A Master's degree or graduate level work shall be considered favorably
- Previous transit or transportation experience and/or experience with the Arizona State Legislature may be given favorable consideration
- A proven background in association management, public administration, lobbying or other legislative activity, and/or similar activity is desired
- Direct experience in a similar position may substitute for educational requirements

Evaluation Process

- The Executive Director shall provide written quarterly reports to the Board of Directors, outlining executed responsibilities and providing status reports on initiatives in progress.
- The Executive Director shall provide to Board of Directors written annual report of association progress and Executive Director contributions. An Executive Director Evaluation Committee, comprised of the Chairman and two to three board members, will evaluate the Executive Director's performance, based on goals set forth in the PPTA Annual Business Plan.
- The Executive Director's Employee Contract further details expectations, including salary increases, bonuses, etc., but ultimately the Executive Director serves at the pleasure of the PPTA Board of Directors.

Professional Designation

- None

Knowledge, Skills and Abilities

- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations Knowledge of all federal and state programs and legislation applicable to transit and transportation issues affecting the members of the organization
- Knowledge of public speaking techniques and ability to make compelling an interesting presentations.
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- Knowledge of human resources management
- Knowledge of financial management
- Knowledge of project management

Proficiency in the use of computers for:

- Word processing
- Financial management
- E-mail
- Internet

Professional Characteristics

- The Executive Director should demonstrate competence in some of all of the Following:
- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Member Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

- Think Strategically: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

Experience

- 5 or more years of progressive management experience in a voluntary sector organization

Working Conditions

- Executive Directors usually work in an office environment, but the mission of the organization may sometimes take them to non standard workplaces.
- Executive Directors work a standard work week, but additionally will often work evening, weekends, and overtime hours to accommodate activities such as Board meetings and representing the organization at public events.