



## **ECO-RAPID TRANSIT**

### **Executive Director Job Description**

Eco-Rapid Transit (formally the Orangeline Development Authority) Joint Powers Authority is seeking an Executive Director. The ideal candidate is a decisive leader and manager of people who inspires teamwork and values the contributions of its members, community partners, staff and stakeholders alike.

The Executive Director will exhibit the following attributes and/or characteristics:

- A strong mentor and leader who values the input and expertise of staff and consultants and fosters an internal culture of open communication, trust, and accountability.
- Embraces diversity, equity, and inclusion.
- A visionary who exercises initiative and creativity coupled with sound judgement in addressing challenging issues and recommending well-researched solutions.
- An open, honest communicator who embraces the need for collaboration to achieve long-term results.
- Significant financial acumen regarding transportation and economic/community development funding.

### **Responsibilities include:**

- Responsible for management and administration of Eco-Rapid Transit.
- Direct and oversee budget and funding efforts.
- Attend and manage monthly Authority Board meetings
- Prepare and assemble staff reports and their respective attachments
- Post the agenda and agenda reports on the Authority website and post the agenda at designated posting places
- Attend to the day-to-day administrative and management matters of the Authority
- Communicate and interact with members of the Authority Board, City Councils, City Managers and their staff
- Communicate and interact with local, regional, state and federal transportation and planning agencies
- Work with elected officials and agencies to secure funding for the development of the proposed transit lines and Transit Oriented Community development
- Establish and maintain clear lines of communication with Metro, Gateway Cities COG, WSAB project management team and communications staff.
- Prepare mid-year and annual draft and final budgets
- Oversee and manage contracts.

## **Requirements and Skills**

- Proven experience leading an organization and/or government funded initiative:
- Experience in developing strategies and plans
- Strong understanding of budget, finance and performance measures
- An analytical mind capable of “out of the box” thinking to solve problems
- Organization and leadership abilities
- Communications (oral and written) and public speaking skills.
- Experience with the rail corridor development process, understanding of transit-oriented development and ability to coordinate with land use issues is highly desirable.
- Advanced college in transportation, economic development, public administration, management, business or other related fields or experience is desirable.

## **Compensation**

Compensation is negotiable and based on funding available. Current FY2022 compensation is estimated at \$120,000.