

APPLICATION INSTRUCTIONS

To be considered for this outstanding career opportunity, please complete the **SolTrans** application found online at <http://www.sta.ca.gov/Content/10027/JobsRFPs.html> and forward it with a letter of interest and resume with current salary and five work-related references to: Solano Transportation Authority, Attn: Human Resources, One Harbor Drive, Suite 130, Suisun City, Ca 94585 or fax to 707-424-6074. Final Filing Date: 5:00 p.m., Friday, March 9, 2012. Following the initial screening process, those candidates who present the most relevant qualifications for the position will be invited to continue in the Selection process (Applicants will not be contacted until mutual interest is established). Interviews with finalists are tentatively projected for Tuesday, March 27, 2012. If you have any questions regarding this position, please feel free to contact Joy Apilado (Human Resources Consultant) or Johanna Masclat (STA Office Manager) at 707-424-6075.

SolTrans is an Equal Opportunity Employer.

Solano County Transit (SolTrans)

The Solano County Transit (SolTrans), Joint Powers Authority (JPA) is located in Vallejo, California, in the San Francisco Bay Area. SolTrans was established in December of 2010 to consolidate transit services formerly operated by the Cities of Benicia and Vallejo. Transit services include: intra city fixed-route, deviated fixed-route, paratransit, and subsidized taxi services, as well as inter-county express bus service. The bus service component of the BayLink Ferry may remain with SolTrans through a contract with the San Francisco Bay Area Water Emergency Transit Authority (WETA).

SolTrans initial budget is projected to be approximately \$12 million annually. Initially, staffing is budgeted to be a total of 5.5 FTE with certain functions such as legal, human resources, and financial management to be delivered through contracts. The SolTrans Board of Directors is comprised of the Mayors of Benicia and Vallejo along with a Council member from each City and Solano County's representative to the Metropolitan Transportation Commission (MTC).



Solano County Transit



*is accepting applications
for the position of*

**Executive Director
(General Manager)**

DEFINITION

The Executive Director is the leadership staff position at Solano County Transit (*SolTrans*), a new Joint Powers Authority (*JPA*) responsible for managing, budgeting, and planning the SolTrans public transit system. The Executive Director serves the SolTrans Board of Directors, preparing reports and making recommendations as well as performing highly responsible and complex duties. The Director exercises direct supervision over professional, supervisory, technical, clerical, and contract staff.



RESPONSIBILITIES AND DUTIES

The Executive Director is responsible for the following:

- Development of plans and programs.
- Formulation of transit service policies, including responses to inquiries and requests by members of the public regarding transit system policies, procedures and services.
- Evaluation and revision of transit services to improve quality and productivity.
- Oversight of preparation and administration of agency's annual operating and capital budgets.
- Monitor and administer new state and federal funding sources and grant programs.
- Direct and evaluate the work of staff and consultants.
- Provide staff assistance to the Board and related committees, and oversee preparation, distribution, and execution of Board agenda including agenda items, staff reports, and correspondence.
- Represent SolTrans to funding partners, including the SF Bay Area Metropolitan Transportation Commission (MTC) and Solano Transportation Authority (STA).
- Coordination of fares, schedules, and operating policies with other operators.
- Responsible for personnel evaluations, hiring, and disciplinary actions.

- Perform other related duties and responsibilities as assigned by Board of Directors.

QUALIFICATIONS

The ideal candidate will have five years of successful public transportation agency management and have successfully managed organizational efficiency efforts. Must have the proven ability to direct and evaluate the work of staff and consultants, provide support and guidance to staff, and be able to solve complex organizational and community. Individual must be problem solving oriented and a “can-do” person who optimistically embraces change and supports staff through these efforts with a demonstrated knowledge of modern and complex principles and practices of public administration and transportation planning. A solid foundation in transportation, excellent judgment, and a “big picture” perspective are also essential to success. Must possess the ability and knowledge for implementing principles, practices and techniques of project management, contract administration, governmental budget preparation and control including federal and State grant laws, funding sources and grant application procedures, and codes and regulations. Candidate must demonstrate excellent analytical skills, outstanding written and oral communication skills. Proven ability to quickly establish credibility and support an organization in its developmental efforts. A background that includes at least five years of professional transportation management in the public sector, and a Bachelor's degree in public administration, transportation or a related field is required. A Master's degree in a related field is highly desirable.



COMPENSATION AND BENEFIT INFORMATION

Salary range \$10,500 - \$12,500 per month. Benefits are currently pending and shall include a comprehensive benefit package of retirement and health and welfare items. The new SolTrans JPA anticipates direct membership in the CalPERS retirement program, and is currently affiliated with one of its JPA member agencies.