

Intercity Transit
JOB TITLE: General Manager (Chief Executive Officer)

BAND	GRADE	SUBGRADE
F	10	1
DEPARTMENT: Executive	DIVISION:	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: Intercity Transit Authority	SUPERVISION EXERCISED OVER: Environmental & Sustainability Coordinator Grants Program Administrator Finance and Administration Director Human Resources Director Operations Director Development Director	PAY GRADE: Separate Contract
SUMMARY: Provides overall leadership and direction to all Intercity Transit services and resources. Serves as principal advisor to the Intercity Transit Authority. The General Manager establishes annual goals and objectives, short and long range plans, and policies and procedures to ensure the policy direction of the Authority is carried out in an expeditious and cost-effective manner. A primary responsibility is to serve as a representative and to strengthen relationships with other agencies, jurisdictions, state and federal regulatory agencies, local media, citizen interest groups and private businesses.		
DISTINGUISHING CHARACTERISTICS: As the General Manager, provides leadership and direction to the Senior Management Team and serves as the top-level executive responsible and accountable for interpreting and carrying out the Board's directives. Acts as liaison between the Authority and all Intercity Transit employees and is sole employee answering directly to the Authority.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Directs subordinate department heads to include: prioritizing and assigning work; conducting performance evaluations; ensuring that employees follow policies and procedures; and, making hiring, termination, and disciplinary decisions and recommendations.	Daily 10% (E9)
2.	Provides Agency leadership to ensure Agency operations, services and activities are aligned with directives of the Authority, legal requirements, and established Agency mission, goals and objectives.	Daily 10% (F10)
3.	Directs the operation, maintenance, and promotion of the transit system in an efficient manner providing safe, efficient, and effective service to the public.	Daily 10% (F10)

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4.	Monitors and evaluates the performance of departments against established objectives; reviews results with responsible parties and takes or directs corrective action as necessary.	Daily 10% (E9)
5.	Develops objectives, plans, programs and policies for approval by the Transit Authority. Delegates to Senior Management the responsibility for attaining their portion of major overall objectives and for implementing Authority programs. Reviews and approves recommendations made by Senior Management members.	Daily 5% (F10)
6.	Provides staff support to the Transit Authority and receives requests and assignments from the Authority as a result of Authority action and initiates appropriate action based on requests or assignments.	Daily 5% (F10)
7.	Provides leadership in personnel policies and initiatives, including negotiation and administration of collective bargaining agreements, wage and benefit administration, recruitment and selection, discipline and wage levels.	Daily 5% (E8)
8.	Directs the fiscal management of the Agency including the development and monitoring of accounting procedures, internal auditing, preparation of financial documents, and budget preparation and control.	Daily 5% (F10)
9.	Provides the Authority with detailed oral and written information concerning Agency operations, services and activities; makes presentations regarding the current status of projects and programs; provides updates regarding the Agency's financial condition and issues affecting services and programs.	Weekly 10% (F10)
10.	Represents the Agency and the Authority before local, regional, state and federal agencies and other interested parties providing information and professional consultation on matters pertaining to programs and services of the Agency.	Weekly 15% (F10)
11.	Attends, chairs and conducts a variety of meetings for the Agency; serves on committees as requested; represents the Agency and makes oral presentations at meetings, conferences and other events.	Weekly 10% NB
12.	Develops, in consultation with the Authority, an annual legislative program. Establishes contact with appropriate state and federal legislative representatives to ensure the Agency's legislative positions are represented and maintained.	Quarterly 5% (E8)

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13.	Performs other duties of a similar nature or level.	As Required
14.	Must meet regular time and attendance standards.	Always

Knowledge (position requirements at entry):

Knowledge of:

- Management principles and practices;
- Transit operations;
- Labor contracts and employment laws and regulations;
- Local economy and transportation infrastructure;
- Local jurisdiction and agency staff;
- Federal and State regulations affecting public transportation;
- Procurement policies and practices;
- Budgetary principles and practices.

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating subordinate staff;
- Facilitating group decision-making;
- Reading, analyzing, and interpreting the most complex documents;
- Responding effectively to the most sensitive inquiries or complaints;
- Making effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors;
- Planning, organizing, coordinating and providing direction and leadership for a transit agency;
- Delegating responsibility and authority to management staff;
- Representing the Agency to legislators, civic groups, regulatory agencies and others in the community;
- Monitoring and overseeing the Agency's budget process and the major capital projects;
- Developing effective work plans, goals and objectives;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, elected officials, and the general public sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Public Administration, General Business Administration, Transportation Planning, or a related field and ten years of progressively responsible management level transportation experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (position requirements at entry):

- Washington Driver's License.

Must submit to criminal background check the results of which must meet criteria for hiring role.

Physical Requirements:

Positions in this class typically require: talking, hearing, and seeing.

Incumbents may be subjected to travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 8/16/11; CDiRito

Revised: 9/16/2011 Comp Class Review: HR

Revised: 8/15/13 Change in Direct Reports due to Aug. 2013 Agency re-org: CD

Revised: 2/2014 & 6/2014 Change in Direct Reports due to 2/2014 and ongoing 2014 Agency re-org: CD

Revised: 2/2016 Change/remove direct reports; Agency re-org Development Dept and Director added