



1615 W. Sims Way, Port Townsend, WA 98368

January 25, 2010

Dear Applicant,

Thank you for your interest in the General Manager position at Jefferson Transit. We are a small, rural transit system with a progressive attitude and reputation for safe, friendly service to our riders.

Enclosed is a Job Description, which will be helpful reference for your application, as well as some information about our transit system and our community. We must receive your application materials no later than 4:00 PM on Friday, March 5, 2010. Incomplete submissions or those received after the deadline will be rejected. The following are required to be considered a complete application:

- Current resume
- Letter of interest
- A document that addresses the requirements and preferences outlined in the Job Description. This can be in the body of the letter of interest or an attachment.

Application materials may be sent to Jefferson Transit either as original documents in the mail or by email in pdf format to:

Rachel Katz
Administrative Executive Assistant/Clerk of the Board
Jefferson Transit Authority
1615 W. Sims Way
Port Townsend, WA 98368
rkatz@jeffersontransit.com

Please be sure to include on the envelope or in the subject line of your email GENERAL MANAGER SEARCH.

The selection schedule below is for your use throughout the selection process. The dates are approximate but we are making every effort to stick to the schedule.

- March 5 – Completed application submitted to Jefferson Transit
- March 20 – Selection of interview candidates

- March 29 – April 9 – Interviews will be conducted as a series of activities in Port Townsend, Washington.
- April 19 - 23 – Successful candidate will be contacted.
- June 1 – Hire date

We look forward to receiving your application.

Sincerely,



Rachel Katz
Administrative Executive Assistant/Clerk of the Board
Enclosures

JEFFERSON TRANSIT AUTHORITY

Position Description

POSITION TITLE: General Manager

Supervised by: Jefferson Transit Authority Board of Directors

Summary

This is a professional position responsible for providing the overall leadership and direction to all Jefferson Transit services and resources. The General Manager serves as the principal advisor to the Jefferson Transit Authority (JTA) Board, comprised of three county commissioners and two elected officials from the City of Port Townsend. Under the direction of the Board, the General Manager establishes annual goals and objectives, short and long range plans, and policies and procedures to ensure the policy direction of the Board is carried out in an expeditious and cost-effective manner. The General Manager is to serve as the representative of JTA and shall strengthen relationships with other agencies, jurisdictions, state and federal regulatory agencies, local media, citizen interest groups, private businesses and the public. The General Manager provides leadership and direction to the employees of the JTA and serves as the top-level executive responsible and accountable for interpreting and carrying out the Board's directives. This position is the liaison between the Board and all Jefferson Transit employees and is the sole employee answering directly to the Board.

Major Duties and Responsibilities

A. Vision, Mission and Strategies

In conjunction with the Board, develops the JTA's future vision, mission, goals, strategies and long-range planning that include strategic, financial and operational components.

B. Annual Strategic Goals

Establish annual strategic goals that support Jefferson Transit's mission and Strategic Plan, address critical issues, goals, and strategies that the Board has defined for the agency, and establish performance standards that are monitored and measured annually.

C. Accomplishment of Management Objectives

Establish operational objectives that support Jefferson Transit's strategic plan including implementation of the strategic plan, leading, supervising and coaching staff, modeling behaviors and skills, building staff morale, monitoring day-to-day operations, overseeing budget. Prioritizes and assigns work; conducts performance evaluations; ensures that employees follow policies and procedures; and makes hiring, termination and disciplinary decisions and recommendations.

D. Program Management

Must possess a thorough knowledge of the transit system's mission and public transportation in general as well as an understanding of technical, operational and ethical issues; represent Jefferson Transit and the Board before local, state and federal agencies; provide information and professional consultation in matters pertaining to the programs and system services; assist in developing appropriate policies to ensure the safety, efficiency and effectiveness of services; ensure the system's

operation is efficient, cost-effective, and consistent with Board policies and objectives; and recommend new services, modification or discontinuance of current services, as appropriate.

E. Effectiveness in Resource Development

Develop and implement appropriate financial strategies to achieve the transit system objectives; create partnerships with local government or other institutions that contribute to the transit system's resources to include the preparation of grant applications.

F. Fiscal Management

Monitor, assess and manage the financial health of the transit system; must possess knowledge of financial planning and budgeting; establish a system that links strategic and operational planning with the system's budget process. Is held accountable for the financial integrity of JTA.

G. Operations Management

Develop, maintain and use the public transportation resources to ensure a safe and efficiently managed agency; knowledgeable of appropriate state and federal laws to ensure sound risk management policies are in place; ensure compliance with all legal and regulatory requirements. Provide leadership in personnel policies and initiatives; negotiation and administration of collective bargaining agreements; wage and benefit administration; and recruitment and selection.

H. Director/Board Partnerships

Develop a system for sharing information with the Board; possess a clear understanding between the Board and the General Manager responsibilities; and raise issues, questions and provide adequate information for discussions with the Board.

I. Board/Staff Relationships

Establish appropriate systems for dialogue and communication and collegial working relationship between Board and staff; and build effective working relationships with the Board members regarding governance.

J. External Liaison and Public Image

Maintain a positive professional reputation in the local community; be a transit ambassador; cultivate relationships with the community, business leaders, constituents, legislative bodies, public officials, relevant professional organizations, and the general public; be knowledgeable regarding the public policy and provide strong advocacy for the transit system's interests.

Essential Functions

- Plans, supervises and coordinates the activities of all transit departments and personnel.
- Prepares program goals in a timely fashion and is responsible for implementation and administration of same upon adoption.
- Prepares, coordinates and attends all meetings of the Transit Authority at which his/her attendance is required. Keeps the Authority fully advised of operational, maintenance, administrative, financial, planning, and marketing conditions of the Transit System and its future needs, recommending solutions as appropriate.
- Appoints and removes staff personnel in accordance with adopted policies, subject to applicable laws, rules, regulations, contracts or employment agreements.

- Responsible for employee improvements, guidance, evaluation, and discipline when required for both union and unrepresented employees.
- Insures that all local, state, and federal laws, rules, regulations, contracts and agreements as may affect the Jefferson Transit System are followed and obeyed.
- Establishes and maintains effective citizen participation programs, media contacts, and a public relations program. Responds to citizen concerns and complaints, and report to the Board on a periodic basis.
- Oversees all Transit operations.
- Supervises preparation of capital and operating budgets as required and is responsible for their administration upon adoption.
- Oversees preparation of grant applications and administration of grant agreements.
- Directs all aspects of labor relations to include labor relations committee, negotiating and interpreting union contracts, grievance and arbitration processes and labor/management collaborative strategies.
- Cooperates with all other local, municipal, state and federal offices and with other associations and organizations in such a way as to benefit the development of public transportation in Jefferson County.
- Directs negotiation and administration of contracted services.
- Performs related duties and assumes related responsibilities as directed by the Jefferson Transit Authority Board.

Knowledge, Skills and Abilities

<i>Requirements</i>	<i>Preference</i>
Equivalent combination of education and experience sufficient to perform the scope of duties and responsibilities of this position	Bachelor’s degree or higher in Business, Public Administration, Transportation Planning, Land Use Planning, or equivalent and five (5) years of increasingly responsible administrative/management experience
Knowledge of transportation and transportation systems	Experience in rural public transportation to include fixed route, route deviated, complementary paratransit services and vanpool
Knowledge of personnel management, principles and practices, including labor relations	Demonstrated experience in personnel management, experience in negotiating labor union contracts, grievance and arbitration processes
Knowledge of modern business management principles and practices, including marketing	At least three years of demonstrated experiences in management and marketing
Knowledge of creating and assigning work to a team.	Experience working with self-directed teams, and appropriately delegating responsibilities and authority to teams.

Experience in budget practices and public funding.	At least three years experience participating in the monitoring and overseeing an agency's budget process to include major capital projects.
Ability to express ideas effectively, orally and in writing.	Experience in making effective and persuasive speeches and presentations on controversial or complex topics to executives, elected officials and public groups.
Ability to establish and maintain effective working relationships with others.	Proven experience responding to the most sensitive inquiries or complaints from the staff and the public.
Demonstrated ability to develop and strengthen cooperative partnerships.	Successfully participating in representing an agency to elected officials, civic groups, regulatory agencies and others in a community.
Experience with computer applications and use.	Familiarity with current technology and able to embrace emerging technologies.
Knowledge of local economic and transportation infrastructure.	Experience in local political activities, including experience working on bond and revenue measures submitted to the public for vote.

Special Requirements

- Must pass a pre-employment substance abuse test as a condition of employment. This position is not considered safety-sensitive, as defined by the Federal Transit Administration (FTA), thus it is not subject to random drug and alcohol testing. However, under the authority of Jefferson Transit's Substance Abuse Policy and Drug & Alcohol Testing Program, this position is subject to all other types of substance abuse tests as described in the policy.
- Must possess or be able to obtain a valid Driver's License issued by the State of Washington. Incumbents may be required to travel and/or drive a JTA vehicle.
- Must pass a Washington State Patrol and/or other agency type background check.
- If selected for the position, documentation of United States citizenship or an alien lawfully authorized to work in the United States will be required to establish identity and work authorization in accordance with the employer's obligation under the Immigration Reform and Control Act of 1986.

Work Schedule

Full-time standard workweek (40 hours) during normal business times. Hours may vary according to work schedules and tasks to be accomplished with evening and weekend work necessary at times to accomplish the duties of the position as determined by the Board.

Wage and Benefits

A competitive wage and benefit package will be negotiated with the Board; annual salary increases are based on merit evaluation and cost of living adjustments at the discretion of the JTA Board and within budgetary constraints.

This position serves at will to the JTA Board, and is exempt as defined by the Fair Labor Standards Act (FLSA).

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Jefferson Transit is an equal opportunity employer and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans status, disability status or any other basis prohibited by federal, state or local law. Please let Jefferson Transit know if you need accommodation in order to participate in the application process.



Information about Jefferson Transit 2009 – 2010

A “system snapshot” of statistical information about Jefferson Transit can be found on the Washington State Department of Transportation’s web site at:

<http://www.wsdot.wa.gov/Publications/Manuals/PTSummary.htm>

This information was provided in 2008 for the calendar year 2007. Here are some changes that have occurred since then:

- Revenue vehicle hours will change in 2010 with a significant service change in April. The change serves two main purposes: to increase efficiency in delivery of fixed route services and to attract new riders, especially commuters, by eliminating the need to transfer from buses traveling from outlying areas at the Haines Place Park and Ride, currently the system hub. As part of the service change, the four rural local routes will be condensed to two, which will continue to serve the majority of the areas served by the four currently operating.
- The Community Van program was suspended due to difficulties insuring the vehicles used (15-passenger vans with volunteer drivers). It may be reinstated if safer vehicles can be procured.

Significant achievements over the last two years include:

- A successful public transportation mitigation effort when the Hood Canal Bridge, which connects the Olympic Peninsula with the greater Puget Sound area, was closed to all vehicle traffic for 5 weeks during May and June of 2009
- Implementation of Google Transit trip planning utility in 2009
- Relocation of the Port Townsend Visitors Information Center to the Haines Place Park and Ride in Port Townsend
- Participation in an online regional ridesharing network that now covers Washington, Oregon and part of Idaho
- Doubled our small vanpool program in the last year
- Successful application for ARRA funding for four new vehicles funded at 100%, and Program 5309 funding for four vehicles at 80% federal share to be delivered over the next 18 months

Below are some links you may find useful in getting acquainted with our transit system and our community.

Jefferson Transit's web site:

<http://www.jeffersontransit.com>

A Chamber of Commerce-sponsored web site focused on tourism:

<http://enjoypt.com/>

A community guide for residents and tourists

<http://ptguide.com/>

Official web site of the City of Port Townsend

<http://www.cityofpt.us/>

Official web site of Jefferson County

<http://www.co.jefferson.wa.us/>

Port Townsend Chamber of Commerce web site which also includes visitor information and relocation information

<http://www.ptchamber.org/>

Weekly local newspaper

<http://ptleader.com/>

Daily regional newspaper (covers Jefferson County and Clallam County)

<http://peninsuladailynews.com/>