**JOB DESCRIPTION – EXECUTIVE DIRECTOR**

Marble Valley Regional Transit District (MVRTD) is seeking a highly qualified Executive Director for transportation operation in Rutland County, Vermont. The mission of MVRTD is to *improve the well-being of individuals and communities by providing and promoting outstanding bus service*, with the vision that, *one day, people from all communities MVRTD serves, will ride The Bus*.

MVRTD, headquartered in Rutland, VT, is the second largest transit agency in the State of Vermont. Serving a dozen communities within Rutland County, MVRTD also connects to transit services in the neighboring counties of Addison, Bennington, and Windsor. MVRTD boasts five fixed routes in Rutland City, six commuter routes, as well as paratransit and Medicaid transportation services. In 2023, MVRTD provided more than 650,000 rides throughout the network. The agency currently operates 55 vehicles and has 38 dedicated full-time staff.

MVRTD has a history of operational excellence, service enhancement, and facility modernization. MVRTD has a new state-of-the-art office building with plans to develop a new bus barn, has two new electric buses with plans to procure several more, and is in the planning stages of new initiatives such as Microtransit. MVRTD operations are strong, and the organization is poised for new leadership to continue the legacy of providing outstanding bus service to the Rutland Region.

The successful candidate will have the following skills and experiences:

* An ability to be a critical analyst, creative thinker, and imaginative problem solver; in addition to encouraging and empowering employees to find new and better ways to get work done, while applying, maintaining, and respecting the regulatory framework that guides the delivery of public transit.
* Be a positive and flexible team builder who is committed to the well-being of staff by working with staff to identify organizational needs and find solutions which meet those challenges for the entire organization.
* A bachelor’s degree in engineering, management, public administration, planning or a related field from an accredited college or university. 5 to 7 years of progressively responsible experience in municipal, government, non-profit, or transit operations and 3 to 5 years supervisory experience or an equivalent combination of education and experience. Assistant Director experience in a transit system or any combination of education and experience that will demonstrate the ability to perform the work will also be considered.

The anticipated hiring salary range for the position is **$100,000-130,000** with a generous benefit package.

**How to Apply:**

Interested candidates should apply with a cover letter, resume, and contact information for at least three (3) professional references.

* Apply via email to Interim Director, Jennifer Ellis: jen@thebus.com and Board Chair, Devon Neary: devon@rutlandrpc.org

**Description and Essential Functions:**

* Forwards the vision and mission of MVRTD by carrying out all policies and directives established by the Board of Commissioners
* Responsible for assisting the Board in developing and meeting their goals and objectives, including facilitating organizational support of Board committee work
* Engages in strategic planning in conjunction with the Board and implementation of such plan
* Responsible for fostering a high-performance and professional culture throughout the organization
* Responsible for organizational management and structure
* Supervises, evaluates, and directs all staff and management team
* Develops and manages MVRTD’s annual budget in conjunction with the Director of Finance and Board
* Works with senior staff to manage all risk management functions within the organization.
* Responsible for managing legal issues affecting the Agency.
* Primary responsibility for relationships with member communities and state and local and federal partners.
* Models inclusive and collaborative style of management
* Manages communications and public affairs
* Manages labor relations productively and collaboratively
* Promotes and supports an inclusive and diverse workforce

**Other Duties:**

* Recommends and implements organizational changes
* Recommends policy changes
* Oversees independent contractors
* Other duties as required Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Qualifications:**A degree in Business Administration, Public Administration or a related field, or equivalent experience is required. Transit experience preferred. Must have three to five (3-5) years of management experience, including working with a Board. Must possess excellent financial management, leadership, analytical, organizational, public speaking, and internal and external communication skills.

**Work Conditions:**  Operates in a professional office environment; and routinely uses standard office equipment. Frequent computer use and sitting are required. Requires long hours, and evening and occasional weekend work. Requires some travel. Must possess a valid drivers license. Due to FTA rules and guidelines, candidates are subject to the drug and alcohol program. All candidates are subject to a background check.

**FLSA Status**: Exempt

**Benefits**

* **Wage:**Competitive salary based on experience. $100,000 - $130,000.
* **Time:**4-5 weeks of paid time, 2 personal days, 11 paid holidays.
* **Health:** 80/20 Gold Plan, 100% deductible by employer, 50% Delta Dental, 100% Vision, Short-Term Disability 100%, $35,000 Life Insurance for Management.
* **Retirement:** 5% Employee/ 5% Match by Employer.
* **Cost Savings:** Access to company cars for work-related travel and monthly cellphone stipend.
* **Wellness:** Up to $600 reimbursement.
* **Dog Friendly:** Administrative staff are welcome to bring their dogs to work.
* **Cafeteria Plan:** Childcare taken out pre-tax.

*MVRTD is committed to providing a workplace that includes people of diverse backgrounds and fully utilizes their talents to achieve its mission. MVRTD believes that an inclusive and diverse workplace culture enhances the performance of our organization and our ability to fulfill the agency’s mission.*

*MVRTD is an equal employment opportunities (EEO) employer to all employees and applicants for employment without regard to political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, crime victim status, veteran status, disability, HIV positive status, or genetic information in employment or the provision of services. In addition to federal law requirements, MVRTD complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*