

Denton County Transportation Authority (DCTA)
CEO Job Description

Overview

The CEO is selected by, evaluated by, reports to, and serves at the pleasure of the Authority's Board of Directors. This individual will perform all the duties assigned by the Board and is responsible for implementing all resolutions/directives adopted by the Board. The CEO will serve as the principal advisor to the Board on all matters pertaining to the welfare and ongoing operations and goals of the Authority and its staff.

Job Functions

1. Maintain a close working relationship with the Board of Directors, providing advice, counsel, and relevant information on policy issues to enable the Board to make informed decisions. Communicates regularly with the Board of Directors.
2. Provide effective two-way communication and coordination on matters important to the overall policy direction and management of the authority to the Board of Directors and Senior Management. Provide leadership and management to ensure that the mission and core values of the authority are put into place.
3. Directs day-to-day operation of the Authority in accordance with established Board policy and guidelines and applicable laws.
4. Develops, submits to Board for approval, and complies with annual work program and budget. Monitors budget for variances and takes action to correct deficiencies.
5. Establishes/develops strategic goals, actions, and mission of the Authority and recommends to Board for approval. Reviews and approves all policies which are consistent with the goals, actions, and mission established by the Board. Evaluates policies and procedures and organizational structure for effectiveness and recommend changes to meet established goals.
6. Interviews, selects, develops, evaluates, counsels, and if necessary, terminates subordinate personnel according to established policy, procedures, and guidelines to include Equal Employment Opportunity/Affirmative Action (EEO/AA) program goals and objectives.
7. Acts as a resource to and liaison between Senior Staff and various departments within the Authority as well as with external contacts.
8. Represents the Authority to Board and the communities. Responds with sensitivity to the concerns and interests of a culturally, politically, and socio-economically diverse community and workforce. Promotes EEO/AA programs and enforces accountability of Authority staff for the accomplishment of EEO/AA program goals and objectives.
9. Prepares a variety of documents and reports for management and Board review such as resource allocation, budget, activities, status reports, trend analysis, etc.
10. Presents an Annual Report on Authority activities and accomplishments.
11. Develops objectives, plans, programs, and strategic documents for approval by the Board. Prepares drafts of the Authority's Strategic Plan and provides progress reports at least four times per year to the Board or as requested.

12. With Board approval, executes inter-agency and inter-local contracts and service agreements.
13. Directs, manages, and reviews performance and payment of Board consultants and contractors.
14. Maintains, manages, and releases necessary or required information, records, journals, etc. in accordance with the law.
15. Operates maintains and safeguards Authority property and funds.
16. Represents the Authority, as appropriate, with professional organizations, agencies, and regional governmental groups to promote project advocacy, including the creation of project-specific workgroups or partnering with existing organizations for the betterment of regional transit/transportation efforts.
17. Remains current on new industry trends, methods, and technology.
18. Performs other duties and tasks as assigned.

Minimum Requirements

1. Bachelor's degree from an accredited institution in Business Administration, Public Administration, Transportation, Engineering, or related field.
2. At Least ten (10) years of experience in general management (public and/or private) to include a minimum of five (5) years directing senior-level staff involved with daily transportation operations, engineering, maintenance, and related administrative functions, or equivalent experience in public agency management.
3. Exceptional interpersonal skills to effectively and sensitively communicate with the Board, all levels of supervisory and non-supervisory employees, government entities, media, a culturally diverse community, and others both inside and outside the Authority.
4. High level of analytical skill to find solutions to difficult and highly complex interpersonal, legal, financial, administrative, and unchartered problems.
5. Ability to demonstrate a fiduciary obligation to the Authority and the public in managing resources (human resources, capital, operating resources, etc.)
6. Personal computer and software application skills including word processing, spreadsheet, and database.
7. Specific knowledge and experience of intergovernmental relations, the legislative process, federal / state grant programs relating to transportation/transit management, and laws/rules/regulations governing land acquisition, contracts management, construction programs, and modern personnel management.

Preferred Skills, Knowledge, Abilities, and Experience

1. Master's degree from an accredited institution in Business Administration, Public Administration, Transportation, or related field.
2. Previous experience specific to DCTA's goals and objectives is highly desirable.
3. Demonstrated experience and skills directing a regional multi-modal transportation system while developing new ridership markets, expanding system revenue programs, and developing cost containment measures.

Job Analysis Questionnaire

Job Title: _____

Department: _____

Reports to: _____

Job Level: _____

Allowance included: Cellphone Allowance

Auto Allowance

GENERAL-PURPOSE OF POSITION

Indicate in one or two sentences the general purpose of the position (or why this job exists). This statement should be a general summary of the responsibilities listed in the next section.

SUMMARY OF RESPONSIBILITIES/DUTIES

Describe specific job responsibilities/duties, listing the most important first. Use a separate statement for each responsibility. Most positions can be described in 6-8 major responsibility areas. Combine minor or occasional duties in one last statement. Give the best estimate of the average percentage of time each responsibility takes; however, do not include a duty that occupies 5% or less of your time unless it is an essential part of the job. Each statement should be brief and concise, beginning with an action verb.

LIST MOST IMPORTANT DUTIES FIRST

1. _____

2. _____

3. _____

4. _____

Percent (%) of Time

5.		
6.		
7.		
8.		
9.		
10.	Perform other job-related duties as assigned.	
		100%

For the remainder of the questionnaire, most of the questions require that you check the box or list information. Guidelines for completing these sections are as follows: 1) read each definition carefully before answering, 2) consider the job, not yourself, 3) answer based on the job as it currently exists, 4) select the most appropriate answer(s) for each question.

GENERAL EDUCATION

Check the box that best indicates the minimum training/education requirements of this job.

- | | |
|---|--|
| <input type="checkbox"/> Up to 8 years of education | <input type="checkbox"/> Some College/Associate's Degree |
| <input type="checkbox"/> 9 to 11 years of education | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> High School Diploma or GED | <input type="checkbox"/> Master's Degree |
| <input type="checkbox"/> Vocational/Technical/Business School | <input type="checkbox"/> Doctorate Degree |

TYPE OF EXPERIENCE NEEDED

Please indicate the specific job experience needed. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is required by the job, not what is preferred.

Check the box which best indicates the minimum amount of experience described above. (Not necessarily your years of experience, but the requirements for the job.)

- | | |
|--|--|
| <input type="checkbox"/> Less than 6 months | <input type="checkbox"/> 3 but less than 5 years |
| <input type="checkbox"/> 6 months but less than 1 year | <input type="checkbox"/> 5 but less than 7 years |
| <input type="checkbox"/> 1 year but less than 3 years | <input type="checkbox"/> 7 years plus |

TYPE OF SKILLS AND/OR LICENSING/CERTIFICATION REQUIRED:

Please indicate all specific skills and/or licensing/certification required to do this job. For example, spreadsheet software proficiency may be a requirement for a secretarial job; a journey license may be required for an electrician.

SUPERVISORY RESPONSIBILITIES

Supervisory Nature: What is the nature of the direct supervisory responsibility this job has? Check **one** answer.

- No supervisory responsibility.
- Supervisor over a section of a department.
- Manager of one department.
- Manager of more than one department.
- Director, through managers, of a single department.
- Director, through managers, of multiple departments.
- Vendors and Contractors, project management and oversight of scope of services and contract management.

How many positions report directly to this job?

- None 1 2-3 4-6 7 or more

Indicate the total number of employees this position indirectly supervises through supervisors or managers:

- None 1-5 6-10 11-20 21-50
 51-100 100 +

Does this position require functional supervision of positions that do not report directly to you?

- Yes No

PHYSICAL DEMANDS AND WORKING CONDITIONS

Indicate how often the following physical demands are required to perform the Essential Job Responsibilities.

C=Constantly
(5-8 hrs. /shift)

F=Frequently
(2-5 hrs. /shift)

O=Occasionally
(Up to 2 hrs. /shift)

R=Rarely
(Does not exist as
regular part of job)

Physical Demands

- Standing _____
- Walking _____
- Sitting _____
- Lifting _____
- Carrying _____
- Pushing _____
- Pulling _____
- Climbing _____
- Balancing _____
- Stooping _____
- Kneeling _____
- Crouching _____
- Crawling _____
- Reaching _____
- Handling _____
- Grasping _____
- Feeling _____
- Talking _____
- Hearing _____
- Repetitive Motions _____
- Eye/Hand/Foot Coordination _____

Environmental Conditions

- Extreme Cold _____
- Extreme Heat _____
- Temperature Changes _____
- Wet _____
- Humid _____
- Noise _____
- Vibration _____
- Hazards _____
- Atmospheric Conditions _____
- Other (define): _____
- _____
- _____

Physical Strength

- Little Physical Effort _____
- Light Work _____
- Medium Work _____
- Heavy Work _____
- Very Heavy Work _____

Job Scaling

QUESTIONS	YES	NO
Does the job exist to do specialized functions?		
Can another current position perform this job, if necessary?		
Would eliminating this position alter the department functionality or agency productivity?		
Would there be significant consequences if elimination was required?		

Additional Comments:

Provide any additional comments, suggestions, or explanations in the space provided below.
