

Position: General Manager and CEO

Background:

Lane Transit District (LTD) is an agency that provides public transportation to the citizens of Lane County, Oregon. It began service in 1970 with 20 vehicles – today it moves nearly 10 million customers annually with a fleet of 104 buses. LTD serves the Eugene and Springfield metropolitan areas.

Job Summary: Lane Transit District is seeking a new General Manger (CEO). As the Chief Executive Officer, the GM is responsible for all aspects of LTD’s business and governmental, public, and corporate activities. The winning candidate reports to a seven-person Board of Directors. Responsibilities include overseeing Lane Transit District’s daily operations and shaping and leading the strategic long-term vision and upholding LTD’s mission and values. The successful CEO/GM should have a proven track record of successfully managing a large public transportation facility or a similar public facing organization. The CEO must possess outstanding leadership and business skills, strategic planning, financial background, experience managing change, and be passionate for authentic community and stakeholder engagement, understanding public, community, and governmental relations.

Essential Job Functions:

- Challenge management staff and their teams to offer solutions to problems that will advance the mission of the District
- Develop and promote a positive working atmosphere and clearly define expectations
- Maintain effective communication with internal and external stakeholders
- Interact and communicate regularly with employees, community members, Board of Directors, and other stakeholders to provide transparency and insight into the districts implementation of policies and agendas
- Establish or implement district policies, goals, objectives, or procedures in conjunction with board members, organization officials, or staff members
- Oversee and assist with annual operating budget
- Report to Board of directors on monthly basis
- Oversee effective cost-control measures and ensure they are in place at all levels of the district.
- Oversee an effective marketing plan to promote a positive atmosphere and culture and strong public image which will help better serve the community
- Mentor, develop and evaluate staff
- Preparing and managing budgets for approval

Knowledge, Skills, Characteristics, and Abilities:

- Passion for mobility and public transportation
- Proven commitment to diversity, equity, and inclusion in policy and practice
- Strong ability to Communicate effectively at all levels in any circumstance
- Ability to drive and lead change
- Strong collaborator with community engagement and board of directors
- Is adaptable and flexible
- Background with urban experiences
- Strong Leadership experience/background

- Engagement within the community
- Must understand how to manage/direct up as well as back down to community, employees etc.
- Knows how to manage and support board of directors
- Must be prepared to be the face of the District and uphold a high professional standard
- Engaging but also authoritative
- Organized, thoughtful, good listener
- Previous experience managing a large budget; public money etc.
- Proven experience with multi-jurisdiction communication and partnerships
- Ability to communicate effectively
- Has worked within a medium sized community
- Forming and maintaining relationships at all levels of the organization and the community
- Forward-thinking, ability to see the big picture

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above Essential Job Functions of this Job Description.

- ◆ Knowledge of principles and practices of leadership, public administration, Board engagement, business operations, general finance and accounting, marketing and communications, public engagement, strategic planning, and performance management.
- ◆ Ability to work flexible hours; analyze, evaluate and develop solutions to departmental issues; effectively lead and coordinate team projects; efficiently formulate and administer a budget; develop and produce written reports; deliver effective oral presentations; maintain confidentiality of information; and perform duties and responsibilities without direct supervision; work as an effective management team member and establish and maintain effective working relationships with those contacted in the course of work; perform job functions in a timely and accurate manner; communicate effectively with other employees and the general public using courtesy, tact, and good judgment, and to act as a positive representative of the District.

Required Qualifications:

- Must have Experience with capital projects and management of daily operations, maintenance
- Experience with leading and directing change management
- Experience driving and leading diversity and inclusion initiatives within an organization
- Has worked with board of directors and familiar with those processes
- Capable of developing and maintaining relationships within the community
- Ability to motivate and influence others
- Ability to problem solve effectively
- Must be able to present and communicate publicly
- Strong project management skills
- Adaptable and able to change priorities quickly when needed
- Understanding of Community Value in Lane County
- Prefer some public sector experience within a smaller community
- Familiar working in urban and rural areas

- Public Face of Lane Transit District
- Leader within the community

Any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the job. Typical qualifications would be:

- ◆ A bachelor's degree from a recognized college or university.
- ◆ A minimum of ten years of working in the public sector experience
- ◆ A minimum of 7 years of experience successfully leading programs.

Lane Transit Department is an Equal Opportunity Employer