

EXECUTIVE DIRECTOR JOB DESCRIPTION

About the New Orleans Regional Transit Authority

The RTA develops, operates, and maintains a mass public transit system to serve residents and visitors. The agency is supported by a dedicated sales and use taxes in a 75-square mile area with a population of approximately 378,000 people. RTA's service area includes the City of New Orleans and City of Kenner located in Jefferson Parish. RTA has a well-established transit system, including a fleet of 138 buses, 64 paratransit vans, and 66 streetcars. New Orleans has the oldest continuously operating streetcar system in the world (St. Charles Streetcar).

The RTA's transit system is a multi-modal system consisting of the following services:

- 1) *Local Bus System* - the local bus system covers the urban core and extends into suburban areas of New Orleans on 33 bus routes;
- 2) *Streetcar* - five streetcar lines which account for 39% of its annual fixed route ridership. The newest route opened in 2013 with a 1.6 mile extension opening in October 2016.
- 3) *Paratransit Service* - The Authority's "Lift" paratransit service provides service to almost 1,200 active clients using both RTA owned lift-equipped vans and contractor owned and operated accessible minivans.
- 4) *Ferry Service* - two ferry routes crossing the Mississippi River. New efficient pedestrian- and bicycle- only vessels are under development.

In the last six years, ridership has grown 63%, service 36% and efficiency 19%. The RTA Board has set a course to continue to revitalize its services, increase its markets and increase customer satisfaction. Looking forward, the RTA is at the very beginning of developing a long-range strategic plan to set a bold new course for more equitable transit, including improving the efficiency of service and network, meeting regional needs of the area's workforce, and priorities for future capital investments.

General Purpose:

To serve as the Executive Director for the New Orleans Regional Transit Authority ("RTA") by providing effective management of (1) the RTA employees and (2) the contract governing the terms of management of the RTA by a third party, Transdev. He or she will serve as a champion for improving transit in New Orleans and surrounding region. The Executive Director shall adhere to the policies and directions of the Board of Commissioners, as well as all applicable local, state, and federal laws and regulations.

Pursuant to Article VI, Section 9 of the by-laws of the RTA, the Executive Director has the following powers, duties, and responsibilities:

- The active, general management of the business of RTA, consistent with the purposes and the general policies of the RTA as expressed in the resolutions and actions of the Board, these by-laws and the law under which the RTA is organized;

- The hiring, discharge and general superintendence and direction of any employees of RTA, to the end that any qualified individual is employed when and as needed and that the respective duties are properly performed; provided, however, that the hiring and discharge of any employees by the Executive Director shall not be based on race, creed, sex, age, color, national origin, ancestry, religion, marital status, being a disadvantaged person, or on political services or affiliations, but shall be based upon qualifications and capabilities in accordance with affirmative action policies adopted from time to time by RTA and all applicable statutes, rules and regulations relating to equal opportunity in employment;
- Reporting to the monthly meeting of the Board on the operations and progress of the projects of the RTA and upon all other matters within his knowledge, which may be of concern to the Board;
- Reviewing all monthly progress estimates of the Engineers, Consultants, Contractors and others doing business with RTA and taking such action as is indicated, including approval of payment, except as may be limited by the RTA Act (La. Rev. Stat. 48:1651 *et seq.*).

Reports to: Board of Commissioners of RTA

FLSA Status: Exempt

Salary Range: \$150,000 - \$185,000

Benefit Package: Yes

Education: Bachelor's Degree in Business Management, Public Administration, Planning, or Transportation; Master's Degree or other advanced degree highly preferred

Position Status: Full time

Minimum Qualifications

- Minimum of 8 years experience in a senior management position
- Knowledge of grant and budget development and administration
- Experience in project planning and management
- Demonstrated ability to lead effectively and to direct subordinate staff
- Demonstrated experience in labor relations and contract development
- Possess excellent interpersonal, oral, and written communication skills
- Available to travel as may be required

Preferred Qualifications

- Minimum of 15 years experience in a senior management position
- Management of applicable laws and regulations governing transit systems
- Experience in transit operations and functions (fixed route, para-transit operations, maintenance, finance, planning, marketing, customer service, and human resources)
- Experience in developing regional and intergovernmental partnerships
- Knowledge of local, state, and federal funding for public transportation
- Knowledge of lobbying regulations and protocol

- Possess strong analytical and decision-making skills

Responsibilities

- Formulate necessary policies and present to the Board with staff recommendations
- Execute all policies adopted by the Board
- Lead a community-wide strategic planning process and recommend to the Board both short and long range plans, goals, and actions for efficient, effective transit operations
- Serve as the official RTA representative to the public and governmental agencies, including City Council, State and Federal legislature, Federal Transit Administration (FTA), local businesses, news media, trade associations, and other transit organizations
- Promote, participate in, and monitor public relations activities of transit authority and the local community
- Monitor system-wide implementation and compliance of applicable local, state, and Federal Transit Administration (FTA) rules and regulations
- Collaborate with Transdev, on important operational issues and policies
- Direct and oversee the delegated management agreement with Transdev to ensure all contractual obligations are met
- Supervise and manage all RTA employees
- Collaborate with Transdev on labor relations activities, including union negotiations and contracts
- Collaborate with Transdev on the development and implementation of transit safety and security systems and safety plans required by governmental agencies

To apply for this position, please submit the following to the Chairperson of the RTA Board at swilliams@fishmanhaygood.com:

1. A letter of interest specifically written for this position
2. Current resume detailing years of relevant experience, including salary history
3. Three professional references, including at least one from a Supervisor