



DESCRIPTION OF JOB FUNCTION

DATE REVISED: 02/18/2009	JOB TITLE: EXECUTIVE DIRECTOR/CEO	NON-EXEMPT <input type="checkbox"/> EXEMPT <input checked="" type="checkbox"/>
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The following is a basic, non-comprehensive description of the duties and responsibilities of the Executive Director/CEO.

SUMMARY OF RESPONSIBILITY:

The Executive Director/CEO of the Stark Area Regional Transit Authority (SARTA) has the duties and responsibilities outlined in this job description and will be subject to the direction and control of the Board of Trustees. The ED/CEO will submit recommendations to the Board of Trustees that are designed to improve services being delivered to riders and to maintain an increase ridership.

The Executive Director/CEO will:

- Direct the implementation and evaluation of policies approved by the Board of Trustees pertaining to the general operations of the Agency.
- Assume responsibility for preparing, or arranging to have prepared and submitting the annual budget to SARTA's Board of Trustees for final approval and adoption.
- Ensure that the Agency complies with the adopted budget including resource allocations for operating and capital need.
- Direct and supervise all Agency departments.
- At the direction of the Board of Trustees and Legal Counsel conducts and oversees legal matters.
- Maintains compliance with ODOT, FTA and other state and federal legal requirements.

POSITION OF IMMEDIATE SUPERVISOR:

The ED/CEO reports to the Board of Trustees.

POSITION OF EMPLOYEES SUPERVISED:

All personnel employed by the Agency are accountable to the Executive Director/CEO.

MAJOR RESPONSIBILITIES OF POSITION - SUBJECT TO DIRECTION OF THE BOARD OF TRUSTEES:

1. Oversees and directs all staff functions within the Agency.
2. Establishes and maintains a corporate culture and organizational philosophy consistent with the policies adopted by the Board of Trustees.
3. Formulates and recommends a strategic direction for SARTA to the Board of Trustees.

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4. Provides general oversight and direction for the financial management and administrative activities within the Agency.
5. Ensures cost effective utilization of financial and human resources;
6. Establishes and maintains proper accounting and reporting of the Agency's finances and physical assets.
7. Adheres to appropriate contracting and bidding procedures and ensures that all checks of \$10,000.00 or more are reviewed and approved by the President of the Board of Trustees prior to generation and signature.
8. Utilizes proper and legal investment vehicles to safeguard SARTA funds and complies with all applicable fiscal rules, policies and legal requirements.
9. Provides general oversight and direction for the development and implementation of transportation service enhancement programs for bus and community-responsive transit operations; service planning and operating strategies, security policies and operations.
10. Provides general oversight and direction for legal services including: litigation efforts, litigation costs, insurance matters, claims settlements, risk management and safety activities at the Agency.
11. Provides general oversight and direction for development activities of the organization including: engineering and construction projects, public relations programs, marketing strategies, customer service programs and campaigns to promote public awareness of SARTA's services and plans.
12. Oversees labor and employee relations activities and programs to ensure consistency with collective bargaining agreements; and oversees labor contract negotiations.
13. Oversees auditing functions within the agency.
14. Oversees business planning efforts.
15. Ensures the alignment of organizational infrastructure (i.e.; systems, processes and measures) with key strategic objectives and an effective quality control philosophy, while ensuring that acceptable quality control measurements, guidelines and goals are in place and regularly maintained and reported.
16. Performs the duties of Secretary/Treasurer of the Board of Trustees in accordance with the By-laws of the Board of Trustees and the Ohio Revised Code.
17. Performs certain administrative matters for the Board, including, but not limited to, the preparation of resolutions, agenda preparation and other communications.

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18. Performs such other or revised duties and responsibilities as may be assigned from time-to-time by the Board of Trustees.

STATEMENT OF QUALIFICATIONS:

- Must have a Bachelor of Arts degree in Public Administration, Business or a related field with a minimum of five to ten (5-10) years of progressive management experience. A Master's degree in Public Administration, Business or other post undergraduate degree in an appropriate field is preferred.
- Must maintain a high level of efficiency and professionalism.
- Must be able to handle sensitive confidential matters and have an excellent working knowledge of and ability to handle core business processes across divisions.
- Must be able to develop leadership talent within the organization - emphasizing training and professional development and higher education for key personnel and other appropriate employees.
- Must have excellent verbal and written communication skills and excellent human relations skills.

ADDITIONAL REQUIREMENTS:

- Must maintain a valid driver's license from state of residence and a good driving record. Must be able to comply with SARTA's Non-smoking Policy and function in a non-smoking environment. Must pass a pre-employment physical examination to be certified for the position and maintain a physical condition, which either with or without accommodation allows completion of all essential duties. Must pass a pre-employment drug and alcohol test. Must pass a criminal background investigation. Must submit documentation supporting United States citizenship or be an alien lawfully authorized to work in the United States in accordance with SARTA's obligation under the Immigration Reform and Control Act of 1986.

The above statements reflect the general details considered necessary to describe the principal functions of the job necessary for its classification and shall not be interpreted as a detailed description of all the work requirements that may be inherent in the job. Individuals may perform other duties as assigned, including in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
