



JULY 2023
FLSA: EXEMPT

EXECUTIVE DIRECTOR

DEFINITION

Under policy direction of the Fresno County Transportation Authority (FCTA or Authority) Board, the Executive Director directs, manages, and administers all Authority functions and activities; provides policy guidance and program evaluation to the Board and management staff; ensures that all regulatory and contractual requirements are met; implements the voter-approved Measure C one-half cent sales tax program for transportation purposes; pursues additional funding; fosters cooperative working relationships with other governmental and regulatory agencies and various public and private groups; advocates on behalf of the FCTA; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Directors. Provides administrative direction and direct supervision to all Authority staff and consultants.

CLASS CHARACTERISTICS

The Executive Director serves as the Chief Executive Officer of the Authority, accountable for enforcement of all Authority, local, state, and federal codes and regulations, the conduct of all financial activities, the oversight of all activities and the efficient and economical implementation of Measure C funded-projects.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

The Board reserves the right to add, modify, change, or rescind the work assignments of the position and to make reasonable accommodations so that qualified individuals can perform the essential functions of the job.

- Plans, organizes, administers, and evaluates, either directly or through subordinate professional staff, the work of the Authority, including Measure C project delivery and monitoring, in accordance with applicable laws, codes and regulations and adopted policies and objectives of the Authority Board of Directors.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the Board of Directors and the Authority; develops administrative policies, procedures, and controls to ensure that the goals and objectives are met and that programs planned by the Fresno Council of Governments (Fresno COG), are implemented in an effective, efficient and economical manner.
- Oversees the preparation of administrative budgets for the Authority; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the Authority's financial condition and needs to the Board of Directors.

- Ensures proper documentation of expenditures and their accounting; oversees preparation of the required annual audits.
- Implements the Request for Proposal (RFP)/contracting-out program of the Authority.
- Reviews, approves and manages all contracts, including those for support services provided by the Auditor-Controller/Treasurer's office with the County of Fresno, Financial Advisor, legislative Advocacy, regional planning activities by the Fresno COG, legal counsel support and the Office of the Advocate; maintains all associated policies and procedures.
- Advises the Board of Directors on issues, programs and financial status; prepares and recommends long- and short-range plans as well as the annual report for Authority service provision and program funding; and directs the development of specific proposals for action regarding current and future Authority needs.
- Prepares agendas and Board materials for Board and community meetings and ensures that appropriate minutes of such meetings are maintained.
- Represents the Authority and the Board of Directors in meetings with governmental agencies, community groups and various business, professional, regulatory, and legislative organizations including but not limited to, the California Transportation Commission (CTC), District 6 Caltrans representatives, the Self-Help Counties Coalition, the Fresno County Council of Governments (Fresno COG), the County of Fresno and the 15 cities and other entities involved in the delivery of Original and Extension Measure C projects and programs.
- Advocates for the Authority with state and federal governmental representatives.
- Working in conjunction with Fresno COG pursues funding to leverage Measure C funds such as State Transportation Improvement Program (STIP) funding as well as other grant matching or other funding/matching strategies.
- Develops community relations/public relations element of the Measure C program; engages the community, grows awareness of transportation value, and builds support for investment in transportation; provide media resources to support public and community relations.
- Provides leadership, direction, and technical support for any potential Measure C renewal efforts, as directed by the Board of Directors.
- Provides for the investigation and resolution of complaints regarding the administration of and service provision by the Authority government.
- Oversees the selection, training, professional development, and work evaluation of Authority staff; provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Oversees the maintenance of working and official Authority files.
- Ensures that the Board of Directors is kept informed of Authority functions, activities, and financial status and of legal, social, and economic issues affecting Authority activities.
- Monitors changes in laws, regulations, and technology that may affect Authority operations; implements policy and procedural changes as required.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

- Principles, practices, methods, and technical requirements of transportation systems.
- Principles, practices, and procedures of public administration.
- Functions, services, and funding sources of a public authority in a self-help county.
- Functions, authority, responsibilities, and limitations of an elected Board of Directors.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to areas of responsibility.
- Principles and practices of public authority budget development, contract administration, and accountability.
- Current social, political and economic trends affecting Authority government, transportation and service provision.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Principles, practices and techniques for effective human resource management and supervision.

Ability to:

- Plan, organize, and administer the transportation programs and projects funded by Measure C.
- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the Authority.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the Board of Directors.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Oversee all Authority financial activities, including administering contracts, the development and implementation of the Authority budget, the control of all expenditures and purchases, and maintenance of documents for the annual audit.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Direct community relations and public relations programs and efforts.
- Conduct effective negotiations and effectively represent the Authority in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations, and the media.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze complex transportation programs and issues, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use sound independent judgment within general legal, policy, and procedural guidelines.
- Organize and prioritize a variety of projects and tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to graduation from a four-year college or university with major course work in public or business administration, transportation planning or engineering, or a field related to the work and ten (10) years of management or administrative experience in a public agency, preferably in the transportation industry plus experience in working with an elected Board of Directors or other governing body.

Licenses and Certifications:

- Possession of a valid California Driver's License.