

EXECUTIVE DIRECTOR

The Pennsylvania Public Transportation Association (PPTA) is seeking candidates for the position of Executive Director. PPTA is a trade association representing public transit systems throughout Pennsylvania and suppliers to the industry. PPTA is seeking a highly motivated individual to advocate for public transit, serve the needs of its members, and perform the day to day functions of the association. Candidate will have to attend and plan various membership conferences as well as daily administrative duties. Salary range for this position is \$70,000-\$90,000. Bachelor's degree with minimum five years in executive level management preferred. Deadline for applicants is August 22, 2017. Additional information concerning the organization can be found at www.PPTA.net. Interested candidates may submit their resumes and salary history in confidence in email only to pptaresume@gmail.com.

An Equal Opportunity Employer

**Pennsylvania Public Transportation Association
Executive Director
Job Description**

Title: Executive Director

Reports To: PPTA Board Chairman and Board of Directors

Supervises: PennTRAIN Program Coordinator / PPTA Director of Membership & Programs

Date: November, 2016

Position Summary

PPTA is a nonprofit professional trade organization for Pennsylvania's public transportation industry governed by a Board of Directors elected by members. The mission of PPTA is to be the foremost advocate for public transportation and mobility management in the Commonwealth of Pennsylvania, and to be of support to all association members in achieving their defined missions.

The Executive Director works with the PPTA Board of Directors to establish and implement the strategic direction and goals of the association while managing the day-to-day operations of the organization, including oversight of staff who manage the PennTRAIN program. The Executive Director will be responsible for the ongoing implementation and administration of the PPTA mission through the following objectives:

1. To develop and maintain communication with Federal, State and Local governments in order to foster and promote an awareness and support of public transportation and the mobility of citizens throughout the Commonwealth;
2. To build public understanding and support for public transportation by promoting the value of public transportation and mobility services;
3. To advocate investment in public transportation services, equipment and infrastructure;
4. To provide a forum for members and other key stakeholders to interact, exchange information and ideas, and to continuously improve mobility services; and
5. To promote equitable and fair representation of all members and to provide responsive member services.

Essential Job Functions & Responsibilities

1. **Board Governance:** Works with board in order to fulfill the organization mission.
 - a) Responsible for leading PPTA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - b) Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
 - c) Monitor compliance with by-laws and make recommendations for revisions as necessary.
 - d) Facilitate and manage all Association elections, including Board elections.

2. **Finance:** Manages finances and financial processes of the association.
 - a) Responsible for the fiscal integrity of PPTA, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - b) Provides sound fiscal management operating within the approved budget, and ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - c) In conjunction with the Board Treasurer, develops an annual budget for the Board's consideration and approval.
 - d) Oversees and directs accountant for processing of invoices, payments, revenue as well as financial statements and reports ensuring proper bookkeeping techniques.
 - e) Submits reports and invoices as required by funding sources, including but not limited to PennTRAIN grants.
 - f) Makes recommendations to the Board of Directors on revenue generation levels, including membership dues, conference and training fees, grant funding.
 - g) Arranges for and assists in annual financial audit and annual Form 990 of PPTA financial records. Issues 1099's annually to vendors as appropriate.

3. **Administration:** Oversees and implements appropriate resources to ensure effective operations of the organization.
 - a) Maintain Association office with regular operating hours. Be available to membership and other parties and respond accurately and timely to requests for information and assistance.
 - b) Develops and implements, in cooperation with the Board of Directors, an annual work plan, as well as, association policies and procedures.
 - c) Record and publish minutes of Board and committee meetings and prepare meeting agenda and financial statements for regular Board meetings.

4. **Marketing/Communications:** Ensure effective communication with current and potential membership, the Board of Directors, state agencies, and related associations regarding the activities of the association.
 - a) Develop and maintain effective and mutually satisfying relationships with other professional organizations and state agencies, including PennDOT, DHS, FTA, APTA, and CTAA, by staying abreast of common goals and issues and keeping

- association membership aware of opportunities for training, networking and collaboration.
- b) Prepare and distribute a monthly electronic newsletter to members and interested parties, detailing the Association's activities, events, trainings, and other informational and education materials.
 - c) Update and maintain the PPTA website, ensuring all content is accurate and posted in a timely fashion.
 - d) Update and maintain a membership directory and database ensuring information is current and accurate.
 - e) Conduct outreach to members in all regions of the Commonwealth to familiarize self with successes and challenges of transit systems and to encourage participation in PPTA activities.
5. Events/Training: Under direction of the Board of Directors, manage and develop conferences and expos, education and training programs, membership and committee meetings and retreats, and an annual driver Roadeo.
- a) Manage and direct the PennTRAIN Program Coordinator / PPTA Director of Membership & Programs to negotiate service contracts; arrange facilities and amenities; confirm speakers and presenters; recruit vendor exhibitions and participation; develop agendas and relevant attendee materials; and successfully market the events for high levels of participation.
 - b) Attend at least one annual national APTA or CTAA conference as an official representative of PPTA to gather ideas and topics as well as identify emerging trends and needs in public transportation for PPTA conferences and training.
 - c) Provide support for routine activities of the Board of Directors and PPTA membership, including: arranging meeting sites, assisting various committees with planning meeting sessions, managing awards and recognition activities, and providing staffing where necessary.
6. Advocacy: Assist in the development of legislative agendas for the organization and provide advocacy in support of the agenda on both the state and federal levels.
- a) Monitor the activities of other related and non-related associations on the legislative front, keeping membership and the Board of Directors aware of important items that may affect the association either positively or negatively.
 - b) Take advantage of advocacy opportunities by working with local, community, and civic organizations in support of their transit-related agendas. Establish and/or work with coalitions with like organizations to support legislative efforts that affect PPTA members.
 - c) Provide the government affairs committee the resources necessary to work with legislators and their aides, while respecting the limited role PPTA may play in any lobbying efforts.

Non-Essential Duties

- 1. Perform all other non-essential duties assigned.

Qualifications

1. Bachelor’s degree with minimum of five years’ in executive level management experience, with ability to provide effective leadership. Knowledge of public transportation preferred.
2. Demonstrated written and oral communication skills with ability to provide details without overdoing it. Effective and strong public speaking skills required.
3. Strong organizational skills with ability to plan, delegate, and facilitate tasks.
4. Must be transparent and conduct oneself, as well as, manage the Association with high integrity.
5. Experience dealing with State and Federal legislative issues, plus working with elected officials at all levels.
6. Facilitation and coordination abilities to ensure member involvement and participation, as well as cooperative relationships with relevant constituencies.
7. Outgoing personality and effective inter-personal skills, demonstrating a positive attitude, plus experience in public relations.
8. General knowledge of computers, specifically utilizing Word, Excel, etc.

Work-site Location

The Executive Director will work full-time out of the Harrisburg PPTA office headquarters. Some travel, including overnights, predominately throughout Pennsylvania and some out-of-state travel is necessary.

Insurance Requirements

Ability to provide self-insured automobile for use in PPTA business is required.

Position Description Acknowledgement

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the Association without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I will discuss them with the Board Chairman.

Employee Signature

Date