

# **Potomac Valley Transit Authority**

## **General Manager Job Announcement**

The Potomac Valley Transit Authority (PVTa) in Petersburg, West Virginia has announced the open process to hire a new General Manager. PVTa is a 42-year old public transportation provider that serves all residents of Grant, Hampshire, Hardy, Mineral and Pendleton Counties in beautiful eastern West Virginia. The agency is well established in these communities, has a very modern maintenance and office facility in Petersburg, WV, a well-maintained and relatively new bus fleet, and experienced management & frontline personnel. Please review the following Job Announcement to get all the details on this opportunity. If you have the skill, experience and passion to lead a great organization, please submit your resume and references prior to the February 1, 2019 deadline.

**POTOMAC VALLEY TRANSIT AUTHORITY**

**JOB ANNOUNCEMENT**

**GENERAL MANAGER**

The Potomac Valley Transit Authority, a government funded public transportation authority operating in Grant, Hampshire, Hardy, Mineral and Pendleton Counties in Eastern West Virginia, is seeking a General Manager to work out of its main office in Petersburg, West Virginia.

This position is responsible for all aspects of operations, planning, financial and administrative service as well as the daily operations of Potomac Valley Transit Authority. The duties include but are not limited to:

- Overseeing and administering the Authority's personnel policies and procedures
- Hiring, disciplinary measures, termination and performance evaluations
- Preparing and implementing the annual operating budget
- Administering the planning and development of routes, schedules, levels of service as well as the rate and fare structures
- Overseeing organizational on-going safety and training programs
- Overseeing the Authority's Drug and Alcohol Program as set forth in the FTA, 49 CFR Part 655, as amended and US DOT 49 CFR Part 40, as amended
- Serving as the agency's representative at federal, state and local levels
- Overseeing implementation of goals and policies established by the Board of Directors

**Education, Experience and Other Requirements**

- Graduation from an accredited four-year college or university and five years equivalent administrative or progressive supervisory experience
- Ten years progressive administrative and supervisory experience may be substituted for the four-year degree
- Excellent written and oral communication skills
- High level computer skills
- Knowledge of general accepted accounting practices
- Experience with government funding general requirements
- Participation in the agency's drug and alcohol program
- Possess a valid WV driver's license or obtain one within 60 days of hire
- Successful candidate must maintain a residency within the 5 county service area

**Salary:** Competitive wages & benefit package based on experience

**Candidate Interviews:** February 19 or 20, 2019 at PVRTA Headquarters in Petersburg, WV

Interested applicants need to submit resumes and references by mail or electronically to:

**PVRTA Board of Directors  
c/o Potomac Valley Transit Authority  
185 Providence Lane  
Petersburg, WV 26847**

[apply@potomacvalleytransit.org](mailto:apply@potomacvalleytransit.org)

**All applications must be received by close of business on February 1, 2019**

The Potomac Valley Transit Authority will not discriminate against any employee or prospective employee because of race, color, creed, religion, sex national origin, age, disability, marital status, familial status or political affiliation.