



**Tuesday, August 31, 2021**  
**Special Meeting of the Board of Directors**  
**of the Hood River County Transportation District**

**224 Wasco Loop, Board Conference Room**  
**Hood River, OR 97031**  
**4:00 p.m. – 5:00 p.m. Board of Directors Meeting**

### **Agenda**

The Hood River County Transportation District is taking measures to limit exposure of COVID-19. In support of state and federal guidelines for social distancing, CAT will hold this meeting by using Zoom conferencing technology. Members of the public can attend by calling **(253) 215-8782**, **Meeting ID: 897 2451 6908**, **Password: 592261** or by visiting <https://us02web.zoom.us/j/89724516908?pwd=LzIOVU5oYlduUXMzVk1DWXRZSGJHQT09>

**1. Call Meeting to Order – 4:00 p.m.**

**2. Roll Call:** Lara Dunn - Chair, Leti Moretti – Vice Chair, Darrell Roberts – Secretary/Treasurer, Dr. Meghan Larivee, Greg Pack, Jeff Helfrich Megan Ramey.

**3. Public Comment**

*Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. **Please note the following instructions:***

1. To indicate that you would like to provide testimony, please use the raise your hand button.
2. For those attending via phone only, press \*9 on your phone to raise your hand.
3. When it is your time to speak, your name will be called.
  - For those attending via phone only, the last four (4) digits of your phone number will be called.
4. Please state your name, city of residence, and who you are representing for the audio record.
  - Once you have provided testimony, your hand will be lowered. Please do not raise your hand again. Only one opportunity to speak is provided.
5. For those unable or not wanting to speak publicly, testimony may be provided via e-mail at [patty.fink@catransit.org](mailto:patty.fink@catransit.org)
6. Three (3) minutes per community member.

**4. Discussion Items**

- a. Staffing
- b. Hiring Process for the Executive Director

**5. Adjournment – 5:30 p.m.**

*To request a reasonable accommodation or language interpreter, including alternative formats and translation of printed materials, please contact CAT's Administration Office no later than 48 hours prior to the meeting at 541-386-4202 (voice) or 7-1-1 (TTY through Oregon Relay Service).*

*Take CAT to the Meeting! Call (541) 386-4202 for more information on routes and services that come to the CAT Administrative Offices. Masks are required to be worn while on CAT buses and at CAT offices.*

*Se Habla Español.*



# Memo

**To:** HRCTD Board of Directors

**From:** Patricia Fink

**Date:** August 18, 2021

**Re:** Staffing

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In November 2020, the Board opted to move forward with an update to the Transit Master Plan (TMP) in 2021. In part, this decision was made in concert with the transition plan for the Executive Director. The idea was to hire an Assistant Director who together with the Executive Director and existing staff could prepare and manage the TMP in house.

These types of plans are often managed through consultants who have no direct stake in the outcome but have the expertise and time to spend on such a large project. The decision to manage the TMP Update in house was intended to ensure that the Assistant Director had an opportunity to get to know the community and had the time to understand the issues and listen to local needs and concerns. It seemed like the perfect way for the Assistant Director to find his footing while having a hand in developing the future vision of the District with the historical knowledge, operational expertise and regional perspective of existing staff.

Unfortunately, the events of the past couple of months have delayed staff's ability to focus on the plan. While still moving forward, we are currently about two to three months behind where we had hoped.

In order to keep moving forward with the TMP Update and the other larger projects, additional staffing will be required.

## **Recommendations & Options**

While existing staff has the experience and ability to move the TMP forward, the current workload makes it unlikely that we will have the time. While the Board will want some time to decide on how to move forward with hiring a replacement for the Executive Director, without some additional assistance Staff will not be able to meet the deliverable dates that were highlighted in their 5304 Planning grant. The termination of the AD contract, leaves about \$95,000 left in this year's administrative budget. While some of that will need to be held back for the hiring of an ED replacement, we believe some of the funds could be used to offset staffing needs.

## **In-House Staff**

Staff is recommending that we hire a planning consultant with a specialty in Public Outreach and Engagement for a two-month period, to assist with the completion of the Public Engagement Plan and other critical deliverables for the TMP this fall – we estimate that this would cost around \$8,000.00 - \$10,000.00. In addition, Staff is recommending that look to hire an Office Manager with a background in bookkeeping and accounting right away. This person could help take on benefits & payroll, accounts payable/receivable as well as grant invoicing, tracking and reporting. We believe that this person could also help with public notification for meetings, Board minutes and other administrative task.

This would free up Amy and my time allow us to focus on planning and community coordination efforts. It would also allow us to move forward with plans to transition the day-to-day bookkeeping from a consultant to in-house by January. Further, it would allow staff the time necessary to help on-board the new Executive Director this spring.

We estimate the cost for this option would be around \$60,000 with some in savings potential (about \$12,000) from reducing the need for outside accounting help beginning in early 2022. In addition, if the TMP Update were managed in house some of the \$60,000 in 5304 planning grant could be used to offset staff time.

## **Consultant Team**

The second option is to hire a full consulting team to manage the Transit Master Plan process. This would allow staff to maintain their current job duties. We estimate it would take two to three months to get someone on board and maybe another two to three months to get their focus on the Plan. In the meantime, the Board would need to revise the timeline and ask ODOT for an extension.

We estimate the costs for a consultant team would be between \$80,000 and \$120,000. Approximately \$60,000 of these costs could be covered by the 5304 grant. CAT would need to consult with ODOT to see if this would be a viable option.

## **Recommendation**

Staff recommends the we move forward with the first option. I believe the first option would be the least costly for the district and offer the most flexibility to the Board as they work on hiring a replacement for the retiring Executive Director. Further, I believe the in-house planning & community engagement work would allow us to provide career development and growth opportunities for our mid-level management staff. In short, I believe the first option would best position the District to move forward with planned initiatives and place us in the strongest position for the future.



# Memo

**To:** HRCTD Board of Directors

**From:** Patricia Fink

**Date:** August 31, 2021

**Re:** Assistant Executive Director Hiring Process

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Staff was asked by the board to detail the hiring process of Assistant Executive Director, John Andoh. Below I have detailed the process that was used so that it can be used as a reference moving forward.

The District has a hiring guide for all employees. The District followed the basic guide outline, adding some additional interviews and steps for the hiring of the assistant executive director.

- The transition plan and job description was approved by the board at their November 18, 2020 meeting.
- Job description was posted on CAT's website and through the national transit website Transit Talent. In addition, staff sent the posting to the ODOT regional transit coordinator group, Oregon Transit Association, TriMet, and other local transit partners.
- 20 applications were reviewed – a strong mix of local & national applicants.
- The initial interviews were rolling between December 11<sup>th</sup> and January 6<sup>th</sup>.
- 9 applicants were selected by the hiring panel for the initial interview. Two dropped out before the initial interview. The initial interviews were conducted by the hiring panel. They were scheduled 60 minutes long – with 5 formal questions – which included multi-parts. The questions focused on interest in the position, experience with boards, community participation, budgets, and grants.
- The hiring panel selected to move 5 of the 9 candidates forward for a second interview. Two candidates withdrew - One found another job, the other noted it wasn't a good fit.
- Second interviews were completed during the 2<sup>nd</sup> & 3<sup>rd</sup> Week of January. The interview panel for this interview included two CAT Board members, CAT operations manager, CAT planning and development Manager, and representatives from the City, MCEDD and ODOT. The second interviews focused on relationship with staff, work environment, union negotiations, and data interpretation. These interviews were 60 minutes long had 4 formal questions (multipart); several interviewers asked specific background-related questions, including questions regarding resumes, experience, etc. The executive director managed the interview but did not submit scores.
- Two top candidates were moved forward.

- References were checked and an internet search was conducted.
- The hiring panel conducted follow up interviews, lasting 40-60 minutes each. The panel focused on issues brought up as concerns during the previous interviews with each of the candidates.
- John's contract was drawn up with the following safeguards against residual concerns:
  - Probationary contract for first 6 months
  - Transition period working as assistant executive director before review and consideration for promotion to executive director role
  - Clause prohibiting work for outside of CAT without board approval

# EMPLOYMENT AGREEMENT

## 1. PARTIES.

The parties to this Agreement are Hood River County Transportation District and John Andoh.

## 2. NATURE OF EMPLOYMENT; DUTIES.

(a) Interim Position - Assistant Executive Director May 3, 2021 – June 30, 2022.

Hood River County Transportation District (HRCTD) hereby agrees to employ John Andoh (“Executive”) in the interim position of Assistant Executive Director in accordance with Assistant Executive Director’s job description and the direction of the Executive Director. This position is expected to transition into the Executive Director position on July 1, 2022.

To transition into this position without an additional hiring process, Executive must successfully complete a six-month probationary period as defined from May 3, 2021 to November 1, 2021, and formal performance review. The performance objectives for the goals that Executive shall be responsible for achieving, as well as the metric for rating Executive shall be finalized and incorporated as an Exhibit A to this Agreement. The six-month performance review will seek input from the Executive Director and other District staff but will be conducted with Executive in Executive Session by the HRCTD Board of Directors (“Board”) no later than November 30, 2021. Upon review completion, the Board Chair will provide Executive with a written copy of the review which will provide in writing his ability to transition into the Executive Director position on July 1, 2022.

On January 1, 2022, if the Executive meets the expectations from the performance review, the current Executive Director will move to part-time and the Executive will be responsible for the day-to-day administration and operations of HCRTD under the direction of the current Executive Director and Board through June 30, 2022.

Exhibit B to the Agreement is the job description of the Assistant Executive Director and the Executive Director.

(b) Executive Director July 1, 2022 – On-going.

With a successful review by December 31, 2021, Executive will be promoted on July 1, 2022, into the Executive Director position. As the Executive Director, he will be responsible for carrying out the duties and responsibilities of the position in accordance with the Executive Director’s job description and at the direction of the HRCTD Board of Directors (“Board”).

In both the Assistant Executive Director and Executive Director positions, Executive shall devote his principal time, attention, and energy to the business of the HRCTD and shall not engage in any other remunerated business activity except with the express consent of the Board.

## 3. TERM.

The initial term of this Agreement shall be from May 3, 2021 until June 30, 2026 for a five (5) year term. The Agreement shall automatically renew thereafter for additional one-year terms unless terminated by either party with a ninety (90) day notice to each other.

#### 4. COMPENSATION AND BENEFITS.

##### (a) Salary.

Both the Assistant Executive Director and Executive Director positions are salaried positions and as such Executive is not eligible for overtime in either position. Executive shall receive an annual salary paid in bi-weekly installments or otherwise in accordance with HRCTD policy. The annual salary will equate to approximately \$7,280/month (based on \$87,360 annually) during the first six months of this Agreement, shall increase to approximately \$7,626/month (\$91,520, annually) upon completion of the six-month probationary period. Subsequent increases after July 1, 2022 will be determined after the Executive's December 31<sup>st</sup> annual performance review and no later than March 1<sup>st</sup> as part of the Budget Process in an amount determined between Executive and the Board, but by not less than the percentage increase granted to other HRCTD staff.

##### (b) Benefits.

Executive is eligible to participate in all benefit programs available to HRCTD employees including, without limitation, health, dental, vision and life insurance; and a 403b retirement plan through VALIC with a 3% contribution from HCRTD. All benefits will be available to Executive on the first day of employment.

##### (c) Vacation, Sick and Other Leave.

Executive shall be entitled to paid sick, and other paid leaves on the same basis as other HRCTD employees of the same tenure. Vacation leave will be provided at the monthly accrual rate of 8 hours per month – the Board and Executive may revise vacation accrual rates as part of the Executive's annual performance and salary negotiations.

##### d) Relocation Allowance.

HRCTD has agreed to pay Executive a \$2,000.00 relocation allowance which will be made available to Executive with his first paycheck.

##### e) One-time Bonus.

Executive will receive a one-time bonus of \$4,000 on June 30, 2026, if he remains employed by HRCTD for the term of this Agreement.

##### f) The Incentive/Bonus Payments.

In addition to salary, Executive shall be eligible to receive Incentive or Bonuses (collectively, "Incentive Payments") that may be developed and approved of the Board as part of the annual performance and salary negotiations.

##### g) Perquisites.

During the term of this Agreement, HRCTD agrees to provide Executive access to a vehicle, a cell phone, laptop, credit card and tablet for business use only.

##### h) Policies and Procedures.

Executive shall comply with all policies and procedures established by HRCTD that other employees are responsible for complying with and shall enforce all policies and procedures on behalf of HRCTD.

## 5. EXPENSES.

HRCTD will reimburse Executive for all ordinary necessary expenses incurred in the performance of his duties under this Agreement and in accordance with the policies and budget approved by the Board.

## 6. EVALUATION.

Following Executive's initial six-month evaluation, the Board shall evaluate and assess his performance annually on or before December 31. Executive shall receive a written summary of the evaluation with any recommendations and goals for the coming year.

## 7. AT-WILL STATUS AND TERMINATION.

Executive is employed at will by HRCTD. Nothing contained in this Agreement shall in any way prevent, limit, or otherwise interfere with the right of the Board to terminate the employment of the Executive. The Executive, at all times, serves at the pleasure of the Board.

Termination of Executive's employment, however, is subject to the following provisions:

### (a) By The Executive.

The Executive may terminate this Agreement at any time upon giving the Board written notice not less than ninety (90) days prior to the date of the termination. Should Executive choose to resign, he is not eligible for severance pay and shall continue to work until a successor has been designated and a successful transition period has been completed unless agreed upon by Board and Executive for an earlier departure.

### (b) By the Board (Without Cause).

The Board may terminate Executive's employment without cause at any time with a 90-day notice. In that event, the Board will pay the Executive Director an amount equal to three (3) months' salary, plus any benefit payout as defined in the HRCTD Employee Handbook. The Board will also pay the required COBRA premiums to continue health, dental and vision insurance coverage for that same time period.

### (c) By the Board (Cause).

The Board may terminate Executive's employment for cause at any time by delivering to him a written notice specifying the cause or causes for the termination. Executive shall have the opportunity to present his case at a hearing within the 30 -day period with an opportunity for a 10-day cure period if the Board determines in its sole discretion that the breach in this Agreement is curable. Should the breach not be curable, the termination will be effective thirty (30) days after delivery of the notice, and the Board may suspend Executive with pay during any or all of the period prior to the effective date of the termination. Such termination shall be conducted in accordance with ORS 192.660.

For purposes of this Agreement, "cause" is defined to include, but is not limited to any of the following: abandonment of job duties; mismanagement; misrepresentation of facts; theft; unprofessional and/or inappropriate behavior; protected classification discrimination or harassment; failure to produce requested deliverables in a timely manner; poor work product; excessive absenteeism; violation of Board regulations or HRCTD policies; creating an unsafe work environment; falsification of documents; and breach of any terms of this Agreement or any conduct that is terminable as defined in the HRCTD Employee Handbook.

Executive agrees that the determination of whether his actions constitute “cause” under this paragraph shall be made exclusively by the Board, and the Board agrees not to abuse its discretion in making such a determination.

In the event that the Board terminates because of a conviction for any illegal act involving moral turpitude, or an event disqualifying Executive from public office pursuant to State Law, or causing a forfeiture of office under State Law, the Board shall have no obligation to pay any of the above termination benefits.

## 8. DISPUTE RESOLUTION.

Any dispute relating to this Agreement, excluding claims covered by worker’s compensation insurance, shall be submitted first to mediation with the Arbitration Service of Portland, Inc. (ASP) or United States Arbitration and Mediation of Oregon (USAM), at the option of the filing party. If mediation is not successful, the dispute shall be decided by final and binding arbitration through either ASP or USAM utilizing a single arbitrator. The arbitration award may be enforced in any court having jurisdiction. All costs of mediation and arbitration including filing fees and mediator and arbitrator’s fees shall be paid by HRCTD.

## 9. ATTORNEY FEES.

The prevailing party in any arbitration and subsequent proceedings to enforce the award of the arbitrator as a judgment shall be entitled to recover reasonable attorney fees incurred in preparation or in the prosecution or defense of the arbitration or proceeding as fixed by the arbitrator or the trial court, and if any appeal is taken from the decision of the trial court, reasonable attorney fees fixed by the appellate court.

## 10. VENUE.

This Agreement has been made entirely within the State of Oregon and shall be governed by and construed in accordance with the law of the State of Oregon.

## 11. ENTIRE AGREEMENT; AMENDMENT; BINDING EFFECT.

This Agreement is the entire understanding of the parties and it may be amended only in a writing signed by both parties. This Agreement is binding on and inures to the benefit of the parties and their respective heirs, successors and assigns.

## 12. WAIVER; SEVERABILITY.

A provision of this Agreement may be waived only in a writing by the party waiving compliance. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, nor shall any waiver constitute a continuing waiver. Failure to enforce any provision shall not operate as a waiver of such provision or any other provision. If any provision of this Agreement shall be invalid or unenforceable for any reason, the validity and enforceability of such provision in any other respect and of the remaining provisions of this Agreement shall not be in any way impaired.

## 13. CONTRACT AMENDMENT.

The Board, in consultation with Executive, may fix or amend any such other reasonable terms and conditions of employment as they may determine from time to time.

14. ASSIGNMENT.

This Agreement is personal and shall in no way be subject to assignment by Executive. It shall be binding upon and shall inure to the benefit of HRCTD and its successors and assigns, and its economic rights and benefits shall inure to the benefit of Executive or his heirs or duly constituted legal representatives.

15. NOTICES.

All notices and communications required or permitted to be given hereunder shall be given by delivering the same in hand or by mailing the same by certified or registered mail, return receipt requested, postage prepaid, as follows:

If sent to the Employer, to:

Hood River County Transportation District  
ATTN: Chair, Board of Directors  
P.O. Box 1147  
Hood River, OR 97031

If sent to the Executive, to:

John Christian Andoh, III  
HC 3, Box 4648  
Kea'au, HI 96749

The Parties hereto acknowledge having discussed and agreed upon all terms and Provisions contained herein.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate on the dates indicated on the signature line below.

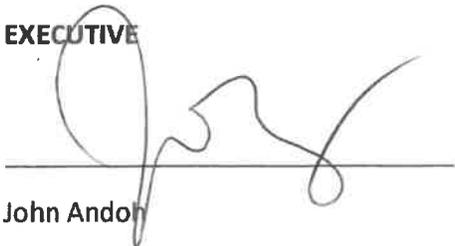
**HOOD RIVER COUNTY TRANSPORTATION DISTRICT**

By: 

Chair of the Board of Directors

Date: 4/23/21

**EXECUTIVE**

  
John Andoh

Date: 4/23/21

## Exhibit A

### Performance Objectives and Evaluation Process

#### **The Board Six Month Probationary Review of the Assistant Executive Director Position:**

The Board Six Month probationary review of the Assistant Executive Director (AED) will focus on two key areas:

##### **1. Good Fit for the Job & Agency**

- Does the AED have the core competencies to do the job?
- Is the AED a good fit with the existing culture and team at CAT?
- Is the AED able to lead and follow within a team setting?

The Board will ask the Existing Director, managers and as appropriate office staff to provide a general assessment based on core competencies, respect, flexibility and the ability to listen to and address issues and concerns of staff.

##### **2. Good Fit for the Board**

- Does the AED show understanding of the District challenges and listen to and act on Board concerns?
- Is the AED organized? Does he clearly articulate issues, concerns and potential solutions in a way that Board Members feel comfortable making decisions?
- Is the AED able to identify new policies, efficiencies or other recommendations that move the District/Board closer to its goals?

The individual Board members will be able to rank and comment specifically on each of these issues – where appropriate the Board will offer specific guidance or suggestions on how to enhance performance.

#### **Annual Executive Director Performance Review**

The Board Performance Evaluation of the Executive Director will include a review of what the Executive Director was able to achieve over the year, how those achievements were accomplished and whether they were consistent with the Board priorities established in and part of the annual budget message. Also critical to the evaluation will be whether the director modeled the core values of the organization, and maintained a satisfactory work environment.

The annual review, will include a full staff review of the Executive Director (see attached sample). The Board will provide an overview of responses to the Executive Director with his review.

##### **Key Areas of Assessment will include:**

- Service Standards & Delivery
- Staff Morale and Workplace Satisfaction
- Community Relations and Relationship Building
- Management (including Financial Management) of the System
- Ability to understand and commit to the values and mission of the agency.

## Sample Staff Survey of ED from 2020

1. Do you think the Executive Director is moving the District in the right direction?

No  
Somewhat  
Not sure  
Mostly Yes  
Yes

2. The Executive Director regularly shares important information with me.

No  
Somewhat  
Not sure  
Mostly Yes  
Yes

3. The Executive Director has clearly communicated Board goals for CAT and how it relates to my role?

No  
Somewhat  
Not sure  
Mostly Yes  
Yes

4. The Executive Director listens to me and values the perspective I bring to CAT, even if it is different from her own.

No  
Somewhat  
Not sure  
Mostly Yes  
Yes

5. The Executive Director has the technical expertise required to effectively manage me or has hired appropriately to fill in the gaps.

No  
Somewhat  
Not sure  
Mostly Yes  
Yes

6. I am satisfied with the Executive Director's overall performance as a manager.

No  
Somewhat

Not sure  
Mostly Yes  
Yes

7. During the coronavirus crisis, the Executive Director has managed staffing issues fairly and compassionately, and has communicated clearly and respectfully to staff about changes.

No  
Somewhat  
Not sure  
Mostly Yes  
Yes

8. During the coronavirus crisis, the Executive Director has been effective in managing transit operations and communicating service changes to the community.

No  
Somewhat  
Not sure  
Mostly Yes  
Yes

9. Please comment on things you appreciate about the Executive Director's management style.

10. Please let us know of things you would like the Executive Director to do differently.

## Exhibit B

### **Job Description for Assistant Executive Director and Executive Director**

#### **Assistant Executive Director**

Reports to: HRCTD/CAT Board of Directors

Status: Full time Employee (Exempt)

#### **THE DISTRICT**

Hood River County Transportation District, dba Columbia Area Transit (CAT) provides transit services in Hood River County and throughout Oregon's Columbia River Gorge. CAT has an established reputation as a successful, community oriented and well-run rural transit agency. The District has approximately 17 FTE, 15 vehicles, and an annual budget that is just under \$2.5M. Under the direction of a progressive Board, the District has upgraded their internal processes, hired professional staff and expanded their system to include the Columbia Gorge Express, the Gorge to Mountain Express and a variety of other local fixed, deviated fixed and circulator routes. CAT has also taken the lead on several local and regional initiatives designed to enhance the Gorge regional transit network and is aggressively pursuing an innovative regional funding strategy known as the GORge Pass.

#### **POSITION OVERVIEW**

The Assistant Executive Director position is a short-term temporary position created as part of the CAT Board Transition Plan for the current Executive Director who will retire in June 2022. During the temporary period, the Assistant Executive Director will work in concert with the Executive Director to enhance CAT's governmental relations, marketing and outreach capacities (e.g. serving as the District's representative and extensive contact with external agencies, groups and organizations as the District begins the Transit Master Plan process and the GORge Pass promotion) and learn the basic operational and management flow of the District.

The Assistant Executive Director and the Executive Director would overlap full-time for the Assistant Executive Director's initial six-month probationary period at which point the Executive Director would reduce her hours to part-time (20 hours per week), with the bulk of her work load focused on the development of a Transit Master Plan Update and providing on-going support for the Assistant Executive Director. This would continue until June 2022, when the Transit Master Plan is slated to be complete and the current Executive Director retires.

After the six-month probationary period has ended and the Executive Director's transition to part-time has occurred, the Assistant Executive Director's role in the District would shift. The Assistant Executive Director would take a more hands on day to day management and leadership role for the District, while continuing to focus on District partnerships and outreach. The position would continue to function in the Assistant Executive Director role until July 1, 2022 when the position would be promoted, without any additional hiring process, into the Executive Director position.

The interim Assistant Executive Director position will be hired by the Board and the Executive Director and will report directly to the Executive Director during the full 1+ year transition, but will play a critical role as the staff/board liaison during the transition phase. Once promoted to the Executive Director position in July 2022, the position would report directly to the CAT Board.

## **QUALIFICATIONS**

The individual must be willing to work in a collaborative fashion with the existing Executive Director and staff to learn the position and shape the District's future. The ideal candidate must be flexible, creative, and able to take direction as well as lead. The extended transition period is designed to allow the outgoing and incoming Executive Director positions to share information and work together with the Board to set the blueprint for the future. It will also allow the Assistant Executive Director (e.g. incoming Executive Director) to understand and value the existing workplace culture as well as gain the trust and respect of staff.

The candidate must be capable of being a positive ambassador for the organization, maintaining and building upon relationships with community partners, government agencies, and the general public. Strong ties to or a solid understanding of the Gorge community and the urban/rural overlap would be helpful but is not required. CAT is looking for a person that has strong analytical skills; clear, articulate written and verbal communication skills; and a high degree of multi-tasking skills.

Solid financial skills (including the ability to create and develop a viable District budget each year) are also important as 1) CAT is a public agency and must act in the interests of the public; and, 2) CAT is dependent upon grant funding and must show grantors that they are capable of spending and managing funds in a responsible and effective way. The ability to work with the Board in setting priorities, seeking grants, forming partnerships, and leveraging other resources will be critical. Work is primarily performed in an office environment (some accommodation may be permitted during the COVID pandemic) with occasional meetings or conferences out-of-area, some requiring overnight stays.

The Board and staff will be seeking someone with a strong leadership ability who is approachable, a good listener, professional but informal, open to new technology, fair and friendly. They will be looking for someone who can promote a positive team-oriented environment and is willing to respect and learn from the rest of the staff. Candidates should have human resource experience and possess an understanding of how to create and maintain an excellent and desirable working environment. Drivers at the District are part of the Amalgamated Transit Union bargaining unit and familiarity with and experience in labor negotiations is desirable.

## **RESPONSIBILITIES & DUTIES**

- Plan, organize, develop, expand and enhance the scope, type, efficiency, quality and variety of transit services provided by the District in response to community needs and customer requirements, in consideration of adopted Transit Plans and consistent with Board policies and directives.

- Work collaboratively with the Board of Directors to formulate, develop and implement long and short- range goals and objectives for the District; develop proposals and make recommendations concerning District directions, services, funding, management and related issues.
- Oversee hiring/firing; supervise, evaluate, and manage the performance of District staff and contractors; provide leadership and executive direction; review and evaluate the progress of management programs, projects and activities; delegate responsibility as appropriate and ensure staff development and training opportunities are provided.
- Direct and manage collective bargaining negotiations for the District and work with the Board to set appropriate Human Resource policies for staff.
- Provide Board support, attend and participate in a variety of meetings within the District and in the community; confer with District managers and personnel, local/regional public and regulatory agencies, transit officials, legislators, vendors, customers and others to exchange information and resolve complex management issues related to District services and operations. Coordinate with other transportation providers to optimize the use of resources.
- Develop and project a positive image for the District; interact with media representatives and participate in interviews as required; prepare or approve news releases, public service announcements and advertising related to District services and special programs.
- Respond to inquiries from external sources regarding District services, programs and projects; provide information concerning existing transit services and future plans; make presentations as needed for the promotion and education of transit services.
- Ensure system and operation safety and risk management.
- Prepare and review comprehensive narrative and statistical reports for the Board and regulatory agencies as required; provide historical information and current perspectives to facilitate informed decision-making; work in concert with the Board Chair to develop and distribute monthly agendas and materials for meetings of the Board or other Board Committees or groups as required.
- Work with Board and staff to develop the District's annual budget; review and analyze funding opportunities based on Board policies and priorities; secure supportive funding and grants; manage grants, comply with all state and federal regulatory requirements; ensure the application of sound fiscal management principles and practices, and the integrity of the District's financial position.
- Manage and advise staff in the preparation of specifications, bid documents, advertisements and other materials required for the purchase of operations, vehicles, equipment and services; ensure compliance with Board policies and applicable laws, ordinances and regulations; communicate with regulatory agencies, vendors and suppliers to ensure efficient procurement of goods and services. Oversee and ensure proper maintenance of District facilities and equipment.
- Work with the Board and staff to development, monitoring and evaluation of District services; ensure the collection of customer and community feedback, including preparation, distribution and analysis of surveys, questionnaires and other customer input concerning the quality, availability and adequacy of transit services.

- Ensure the preparation, maintenance, retention, storage and accessibility of District records and report.

### **WORK HOURS**

While typically the position will work a traditional 8 a.m. to 5 p.m. Monday – Friday work week, there may be times when weekend work or evening work is required. Both the Executive Director and the Assistant Executive Director are front line emergency management staff and may be called to address issues in the field or support frontline staff at any time of the day or night.

### **EXPERIENCE & EDUCATION**

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities will be considered. A bachelor's degree from an accredited college or university, preferably in public administration, business, urban studies or a closely related field relative to public transportation is required. A minimum of eight (8) years management experience is required and at least three (3) years of progressively responsible experience in public transportation, alternative transportation, or related field is preferred. Spanish speaking is preferred but not required.

### **COMPENSATION & BENEFITS**

- \$79,000 – \$91,520/year DOQ
- Vacation — negotiable
- Holidays – 9 paid
- Sick Leave—12 days per year
- Medical / Dental Allowance—paid (employee only)
- Life Insurance – paid
- Retirement Plan with Employer Matching Contributions— available with 3% match after 1 year

Job Title: Executive Director (confidential)  
Reports to: HRCTD/CAT Board of Directors  
Status: Full time Employee (Exempt)

### **POSITION OVERVIEW**

HRCTD/CAT is seeking a "working executive director" to oversee the day-to-day operation of transit services in beautiful Hood River County, Oregon. Under the guidance of the Board of Directors the Executive Director organizes, manages and provides leadership to District staff in order to ensure affordable transportation options are provided to the citizens of Hood River County in accordance with the District's established mission. This position reports to and answers directly to the Board of Directors, and serves as the District's chief transit officer. Work involves serving as the District's representative and requires extensive contact with external agencies, groups and organizations in the local community and at regional, state and national levels.

### **QUALIFICATIONS**

The ideal candidate must have strong analytical skills; clear, articulate written and verbal communication skills; and a high degree of multi-tasking skills. The ability to prioritize responsibilities effectively is essential to being successful at this position. External relationships are also important to the success of the transit system and the Executive Director must be capable of being a positive ambassador of the organization, maintaining and building upon relationships with community partners, government agencies, and the general public.

A good business sense is very important because the District has limited resources without the ability to solely fund both important service and capital improvement needs. The ability to work with the Board in setting priorities, seeking grants, forming partnerships, and leveraging other resources will be critical. Work is primarily performed in an office environment with occasional meetings or conferences out-of-area, some requiring overnight stays.

The Board and staff will be seeking someone with strong leadership ability who is approachable, a good listener, professional but informal, open to new technology, fair and friendly, and who promotes a positive work and team oriented environment. Candidates should have good employee relations experience and possess an understanding of maintaining an excellent and desirable working environment. The District does have bargaining unit contracts and familiarity with and experience in labor negotiations is desirable.

### **RESPONSIBILITIES & DUTIES**

- Plan, organize, develop, expand and enhance the scope, type, efficiency, quality and variety of transit services provided by the District in response to community needs and customer requirements, in consideration of adopted Transit Plans and consistent with Board policies and directives.
- Work collaboratively with the Board of Directors to formulate, develop and implement long and short- range goals and objectives for the District; develop proposals and make recommendations concerning District directions, services, funding, management and related issues.

- Oversee hiring/firing; supervise, evaluate, and manage the performance of District staff and contractors; provide leadership and executive direction; review and evaluate the progress of management programs, projects and activities; delegate responsibility as appropriate and ensure staff development and training opportunities are provided.
- Provide Board support, attend and participate in a variety of meetings within the District and in the community; confer with District managers and personnel, local/regional public and regulatory agencies, transit officials, legislators, vendors, customers and others to exchange information and resolve complex management issues related to District services and operations.
- Coordinates with other transportation providers to optimize the use of resources. Develop and project a positive image for the District; interact with media representatives and participate in interviews as required; prepare or approve news releases, public service announcements and advertising related to District services and special programs.
- Respond to inquiries from external sources regarding District services, programs and projects; provide information concerning existing transit services and future plans; make presentations as needed for the promotion and education of transit services.
- Ensure system and operation safety and risk management.
- Prepare and review comprehensive narrative and statistical reports to the Board and regulatory agencies as required; provide historical information and current perspectives to facilitate informed decision-making; direct the development and distribution of agendas and materials for meetings of the Board, and other groups as required.
- Direct the development of the District's annual budget; review and analyze funding opportunities based on Board policies and priorities; secure supportive funding and grants; manage grants, complying with all state and federal regulatory requirements; ensure the application of sound fiscal management principles and practices, and the integrity of the District's financial position. Direct and oversee the preparation of specifications, bid documents, advertisements and other materials required for the purchase of operations, vehicles, equipment and services; ensure compliance with Board policies and applicable laws, ordinances and regulations; communicate with regulatory agencies, vendors and suppliers to ensure efficient procurement of goods and services.
- Oversee and ensure proper maintenance of District facilities and equipment.
- Direct the ongoing development, monitoring and evaluation of District services; ensure the collection of customer and community feedback, including preparation, distribution and analysis of surveys, questionnaires and other customer input concerning the quality, availability and adequacy of transit services.
- Ensure the preparation, maintenance, retention, storage and accessibility of District records and reports.
- Other duties as assigned or needed.

## **WORK HOURS**

While typically the position will work a traditional 8 a.m. to 5 p.m. Monday – Friday work week, there may be times when weekend work or evening work is required. The Executive Director are front line emergency management staff and may be called to address issues in the field or support frontline staff at any time of the day or night.

**EXPERIENCE & EDUCATION**

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities will be considered. A bachelor's degree from an accredited college or university, preferably in public administration, business, urban studies or a closely related field relative to public transportation is required. A minimum of eight (8) years management experience is required and at least three (3) years of progressively responsible experience in public transportation, alternative transportation, or related field is preferred. Spanish speaking is preferred but not required.

**COMPENSATION & BENEFITS**

- Negotiable
- Vacation — negotiable
- Holidays — 9 paid
- Sick Leave—12 days per year
- Medical / Dental Allowance—paid (employee only)
- Life Insurance — paid
- Retirement Plan with Employer Matching Contributions— available with 3% match after 1 year