

Hood River County Transportation District (HRCTD)  
Dba Columbia Area Transit (CAT)  
JOB DESCRIPTION

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

## **THE AGENCY**

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 established a reputation as a successful, community-oriented and well-run rural transit agency. The agency has approximately 17 FTE, 15 vehicles, and an annual budget that is just under \$2.5M. Under the direction of a progressive board, the agency 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.

## **POSITION OVERVIEW**

HRCTD/CAT is seeking to hire an executive director (director) to replace our exiting executive director who plans to retire in June 2022. During a three- to four-month overlap period, the newly-hired director will work with the current executive director to learn the basic operational and management flow of the agency, help finalize the Transit Master Plan update, and enhance CAT's governmental relations, marketing, and outreach capacities.

## **QUALIFICATIONS AND COMPETENCIES**

CAT is looking for an individual who is committed to working collaboratively with the existing executive director and staff to learn the position and shape the agency's future. The ideal candidate must be flexible, creative, and able to take direction as well as lead.

The director must be a positive ambassador for the organization, maintaining and building upon relationships with community partners, government agencies, and the general public. Familiarity with and an understanding of the Gorge community and the urban/rural overlap would be helpful.

The position requires strong analytical skills, excellent written and verbal communication skills, and the ability to work under pressure and manage various priorities and deadlines.

Solid financial skills, including the ability to create and develop a viable agency budget each year, are also important for this public agency which depends upon grant funding for its operations.

The successful candidate will demonstrate the ability to work with the board in setting priorities, seeking grants, forming partnerships, and leveraging resources.

Candidates should have some human resource management experience and possess an understanding of how to create and maintain an excellent work environment. Familiarity with and experience in labor negotiations is desirable.

## **RESPONSIBILITIES & DUTIES**

- Plan, organize, develop, expand and enhance local and regional transit services
- Work with the board of directors to formulate goals and objectives for the agency; make proposals and recommendations concerning agency development
- Prepare and distribute agendas and materials for monthly meetings of the board and board committee meetings, in consultation with the board chair
- Present comprehensive narrative and statistical reports for the board and regulatory agencies
- Build and manage productive relationships within the agency and with local and regional stakeholders
- Supervise and manage agency staff and contractors, oversee hiring and firing, provide leadership and executive direction, and implement staff development and training opportunities
- Engage in collective bargaining negotiations for the agency
- Conduct public outreach and marketing to promote agency services, programs, and projects
- Develop the agency's annual budget, together with the board and staff; secure supportive funding and grants, manage grants, ensure sound fiscal management principles and practices, and safeguard the agency's financial position
- Manage procurement and purchasing of vehicles, equipment, and services
- Ensure safety and proper maintenance of agency facilities and equipment
- Survey area transportation needs, monitor performance metrics and customer satisfaction
- Ensure the preparation, maintenance, storage and accessibility of agency records and reports

## **WORK ENVIRONMENT AND HOURS**

Work is primarily performed in our Hood River office environment with occasional regional meetings or conferences, some requiring overnight stays.

The work week is 8-5 Monday through Friday, with occasional weekend and evening work required.

The director is a key part of the front-line, emergency management staff for the agency and may be called to address issues in the field or support frontline staff at any time of the day or night.

## **REQUIRED/PREFERRED EDUCATION AND EXPERIENCE**

Bachelor's degree from an accredited college or university is required, preferably in public administration, business, urban studies, or another field related to public transportation.

A minimum of five (5) years management experience is required.

At least three (3) years of progressively responsible experience in public transportation, alternative transportation, or related field is preferred.

Spanish language skills preferred.

## **COMPENSATION & BENEFITS**

- \$79,000 - \$95,000/year DOQ
- Annual cost of living increases
- Performance bonus may be available based upon board approval
- 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

## **HIRING PROCESS**

Position will be open until filled. We recommend interested candidates apply early.

We anticipate interviews for the position would begin in November 2021. The HRCTD Board's goal is to make a formal employment offer no later than February 2022 with a start date in April 2022.

**TO APPLY** Send cover letter, resume and references to: [ryanfleming@pdxhr.com](mailto:ryanfleming@pdxhr.com)

Subject: **CAT Executive Director Position**