

KARTS

POST OFFICE BOX 246
HENDERSON, NORTH CAROLINA 27536

PUBLIC TRANSPORTATION
TELEPHONE: 252/438-2573

JOB DESCRIPTION EXECUTIVE DIRECTOR

Reports to: Board of Directors

FLSA Status: Exempt

Duties and Responsibilities:

The Executive Director is hired by and reports directly to the Kerr Area Transportation Authority Board of Directors. The Executive Director oversees the day-to-day administration and operation of KARTS. This includes the operation of a full time fleet maintenance facility. The Executive Director directly supervises all staff to ensure the highest degree of customer service is provided and plans for expansion of services, as required to meet ongoing demands. In addition, the Executive Director oversees the financial operations of KARTS to ensure the necessary cash flow is maintained to operate the program, meeting all financial obligations. The Executive Director is responsible for short term and long range planning for KARTS and to obtain the appropriate grants from the NC Department of Transportation for administration and capital expenditures.

The Executive Director will be responsible for annual budgets for administration, operation and capital as needed to support the program. The Executive Director will be responsible for overseeing contracting opportunities with human service agencies in the service area and for any other related duties as requested by the Authority.

Qualifications:

- Four year college degree preferred with prior management experience. An associate college degree or a valid high school diploma with five years of transportation related experience in the areas of: planning, management, supervision and budgeting.
- Valid driver's license
- Ability to be bonded

Knowledge, Skills and Abilities:

- Ability work with a wide variety of people, including elected officials
- Effective oral and written communication skills
- Supervisory/management/leadership skills, long-range planning; decision-making skills; vision and implementation skills; integrity
- Exemplary people skills

Last Revised 7/31/18

- Organizational skills, ability to delegate and prioritize
- Developing and maintaining budgets
- Proficient in computer skills
- Demonstrated knowledge of public transportation

Responsibilities:

- Recommend, apply and enforce effective system policies and procedures
- Maintain knowledge of related agencies/entities/elected bodies
- Maintain knowledge of Federal Transit Administration/NC Department of Transportation processes and/or requirements:
- Drug and Alcohol Testing Program
- Grant Management
- Procurement
- Preventive Maintenance
- Reporting
- Financial management process
- Standard transportation operating procedures
- State management and NCDOT policies and procedures
- Knowledge of application of fully allocated costing procedures to proposed services
- Supervise all staff
- Responsible for market and public relations skills
- Work closely with NCDOT-PTD
- Prepare annual budgets and grants
- Ensure daily provision of transit service
- Negotiate all contracts
- Recommend, develop and enforce board policies

Salary: Commensurate with qualifications and/or prior experience. Starting range: \$70,000

Location: 1575 Ross Mill Road Henderson, NC 27537

Contact information:

If you're interested, please apply by sending your cover letter and resume to director@kartsnc.com by April 28, 2023.

****RECRUITMENT REPOST. PREVIOUS APPLICANTS NEED NOT REAPPLY****