

Unique Executive Opportunity in Michigan's Upper Peninsula

We are a successful mid-level public transportation agency in the heart of Michigan's beautiful Upper Peninsula. We are seeking an experienced Executive Director to lead our organization through an upcoming period of growth. The successful candidate will be responsible for overseeing all aspects of our organization, ensuring that we are operating efficiently and effectively to meet goals.

In this role, you will be the face of our company, working closely with the Board of Directors, government officials and the public. You will ensure that staff members are aligned with the company's mission and vision and that we are working together to successfully achieve strategic objectives. Our company places a high priority on communication, recognition and collaboration.

We are in search of an Executive Director who is aligned with our culture and will continue to enhance it through positive leadership, as we anticipate expanded growth and new opportunities.

This is a unique position for the right candidate to join the largest public transit provider in a university community. We are centrally located in the heart of Michigan's beautiful Upper Peninsula, on Lake Superior, where there are good schools, good health care, contemporary conveniences and ample opportunities for growth and recreational pursuits year around.

Please send letters of interest and resume, no later than June 15, 2021, in care of:

Michigan Public Transit Association

1401 East Lansing Drive, Ste. 108

East Lansing, MI 48823

Attn: Mr. Clark Harder

Job Description: Executive Director MarqTran

Position, Purpose, and Objectives:

The Executive Director is responsible for the direction and leadership of the Marquette County Transportation Authority (MarqTran). The Executive Director is the leader of a dedicated and diverse group of professionals who are committed to ensuring that Marquette County residents have alternate means of transportation to medical care, shopping, and employment. The Executive Director will lead the Authority based on a set of core values: Integrity, Professionalism, Teamwork, Efficiency, Advocacy and Empathy. The Executive Director will foster an environment that encourages each staff member to seek self-improvement and training so that all could take on a leadership role within the Authority and community. The Executive Director assists and supports the Authority Board by providing the leadership and oversight necessary to ensure the Authority has appropriate procedures, processes, and systems in place so the Board can make informed decisions and achieve its overall goals.

Direct Reports include:

Senior Management Team – Finance Officer, Operations Supervisor, Maintenance Supervisor

Essential Job Functions:

Lead and oversee all activities of MarqTran to advance the Authority's daily mission, and core values for the benefit of the community. Complying with legal and regulatory standards while managing exposure to risk.

- Responsible for all daily activities of the Authority to achieve its mission of delivering on-time transportation options for Marquette County residents.
- Serves as an advisor to the MarqTran Board of Directors to ensure proper policy and evidence-based decision-making benefits the operations of MarqTran.
- Foster excellent communications, working relationships and personal connections with employees. Ensure consistent implementation of both the Authority's policies, procedures, written directives, and the vision, and direction as put forth by the MarqTran Board of Directors.
- Partner with the community to identify and solve problems that improve transit operations by maintaining and strengthening the Authority's reputation for excellence in operation.
- Plans and directs all administrative and technical activities of MarqTran; develop and implements internal policies, procedures, and other operating practices, rules and regulations for transit operations based on the core values, mission and vision of MarqTran, and the community.
- Foster excellent relationships by working cooperatively with Federal, state, county, city, tribal and other agencies to advance transit solutions for the residents of Marquette County.
- Acts as administrator of professional contracts with state agencies or private contractors/vendors to access, and/ or have available needed tools to accomplish the Authority's legal mandate.

- Participates with local citizen groups to hear problems or concerns. Offer suggestions, direct agency resources, and or seek other outside assistance to address these situations.
- Assist in reporting agency-wide compliance with Federal Transportation Authority, Michigan Department of Transportation, Marquette County Commission, Department of Labor, and other agencies as required.
- Limit the agency's exposure to risk by proactively identifying risks and establishing internal controls to mitigating exposures.
- Create a culture of teamwork, continuous improvement, collaboration and proactive problem solving.
- May at times be required to represent MarqTran in wider community events, groups and associations at a county, state, or federal level.

Provide senior leadership and supervision for the purpose of developing a high-performing team that can deliver operations effectively and efficiently in a changing environment.

- Model appropriate behaviors to foster a positive, supportive workplace culture.
- Inspire staff to enhance employee development, education, and engagement. Help staff understand the Authority's values, ideas, and goals. Help staff understand how their role contributes to the overall success of the team and impacts our community.
- Encourage reflection and innovation in order to create an atmosphere of learning, growth, and continuous improvement. Identify emerging trends, challenges, and opportunities to experiment or challenge conventional thinking.
- Ensure effective communication and coordination within all departments of MarqTran, the Senior Leadership Team, Board of Director's, and outside partners.
- Foster delegation and empowerment for staff in order to encourage staff growth, organizational productivity, and succession building.
- Ensure recognition of staff, celebrating employee engagement, pride, loyalty, and commitment to team and community.
- Provide clear expectations, coaching, and feedback to direct reports in order to build on strengths and foster continuous learning. Hold staff accountable for decisions, behaviors, and actions.

Ensure effective approaches to resource management throughout the Authority for the purpose of delivering agreed upon results.

- Work to ensure the Authority delivers agreed-upon results with the appropriate balance of quality, cost, and timeliness. Oversee the implementation of key projects or initiatives.
- Establish appropriate vertical and lateral communication flows to ensure effective and efficient workload scheduling balancing employee morale and burnout.
- Demonstrate strong fiscal management including overseeing budgets, monitoring and managing fiscal resources, deadlines, and performance measures.
- As delegated by the Board Chair develop financial recommendations, arrange/ negotiate contracts, and develop monitoring programs that carry out the values of the Organization.

Participate in senior agency leadership to ensure the development and success of MarqTran overall.

- As a member of the Senior Leadership Team, help clarify and implement the Board's strategic directions, administrative policies, and decisions as required.
- Operate as an interface between the Senior Leadership Team and MarqTran Board in order to foster effective vertical and lateral communications.
- Perform other leadership duties as assigned by the MarqTran Board of Directors.

Knowledge, Skills, and Abilities:

- High School Degree
- Bachelor's Degree in Business Administration, Public Administration, Urban Planning, or related field is preferred
- Minimum five years' experience in senior management supervision
- Public or Private Transportation experience valued
- Strong oral and written skills required
- Ability to use a computer and related systems. Willingness to learn various software programs
- Ability to endure various work environments including indoor office setting or outdoor during severe weather
- Proficiency in technical grant writing, professional writing, advertising experience valued
- Travel may be required
- Willingness to participate in continuing education, updates and re-certifications

Reports to: MarqTran Board of Directors