



DIRECTOR ADA COUNTY HIGHWAY DISTRICT

Boise, Idaho



*connecting you **to more***

ABOUT ACHD

The Ada County Highway District is one of a kind. The unique county-wide district was established in 1971, when Ada County voters took to the polls in response to an unequal distribution of funding for road repair.

ACHD plans, builds, and maintains the local transportation network of over 5,000 lane miles spanning unincorporated Ada County and six growing cities, including Boise, Eagle, Garden City, Kuna, Meridian and Star.

Much more than just roads, the Ada County Highway District is responsible for over 3,000 linear miles of sidewalk, 458 signalized intersections, and is the permit holder to manage and protect the county's stormwater system. In total, the organization has a \$500M annual economic impact.

Located in Idaho's beautiful Treasure Valley, ACHD keeps traffic flowing rain, shine, or snow. We serve a booming community, with some of the fastest growth in the nation. To meet the fast growth, ACHD operations are expanding, with new, more centrally located, facilities in the works.

ACHD is led by five Commissioners, elected by sub-district. The Board and staff regularly engage with those that live, work, and play in Ada County through extensive public involvement as well as five active advisory committees.





THE POSITION

The Director is appointed and employed by the Board of Commission and is responsible for setting policy and long-range operations strategy at the direction of the Commission. The Director serves as the chief administrator and is responsible the oversight of the day-to-day operations of the District and its four divisions that together work to plan for, build, maintain and repair a growing transportation network.

EDUCATION & EXPERIENCE

Qualified applicants will have a Bachelor's degree with major work in civil or transportation engineering, transportation planning, public administration, business administration, or a related field, with a preference of completed graduate courses in the respective disciplines, plus considerable management experience in progressively responsible capacity in public works administration, preferably in an independent agency comparable to the District. An equivalent combination of experience and training which provides the required knowledge, skills, abilities, will be considered.

THE IDEAL CANDIDATE

The ideal candidate will have transportation experience including multi modal, transit, streets and mobility. A broad understanding of the complexities of managing a large public works/transportation department is desired. The ideal candidate should be knowledgeable of local, state and federal law and possess financial knowledge to include fiscal planning, budget management and capital improvement projects. The ideal candidate should be politically savvy and will have the ability to build trust, collaborate, and establish and maintain effective working relationships with Federal, State and local agency representatives, vendors, the general public and other District employees to ensure a common vision is enacted and supported. The ideal candidate should have strong interpersonal skills, be an effective listener, responsive to input, and provide timely feedback. This individual should demonstrate the capacity and interest to be an effective mentor for staff. Advanced written and verbal communication skills are imperative for this position.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Hire, employ, discharge, and determine the terms of employment for other key members of Employer's staff, subject to the Commission's approval of compensation for all employees in accordance with its annual budgeting process;
- Prepare and submit each year for the approval of the Commissioners a tentative highway budget covering all proposed expenditures for the ensuing year;
- Propose the purchase or lease of equipment necessary for ACHD highway purposes and sell or replace obsolete equipment, subject to the approval of the Commissioners as to the price, rental or cost of replacement;
- Cause to be constructed, reconstructed, and maintained on ACHD highways, whenever necessary for public safety and convenience, suitable signs, markers, signals and other devices to control, guide and warn pedestrian and vehicular traffic;
- Cause surveys, maps, plans, specifications and estimates to be made for the construction, reconstruction and maintenance of ACHD highways;
- Forbid, restrict or limit the erection of unauthorized signs, billboards or structures on the right- of-way of any ACHD highway, and remove and destroy any unauthorized signs;
- Not expend funds in excess of his signing authority and the Commission's adopted annual budget;
- Give direction and leadership to the formulation and achievement of ACHD's mission and annual goals and objectives in accordance with state statute and law;
- Work with the Commission and staff to develop and implement all ACHD adopted policies, procedures, short and long range strategic plans;
- Oversee administration, financial and program operations, and all personnel matters (design of staff organization structure, hiring and firing responsibilities);
- Prepare, administer, and follow the Commission's approved annual budget;
- Negotiate and ensure compliance with District contracts; • Pursue and incorporate additional revenue sources;
- Maintain a working relationship with municipal, county and state representatives; and
- Perform other acts as may be authorized by the Commissioners for the improvement and maintenance of ACHD highways.

OUR PEOPLE

The newly appointed Director will oversee ACHD's 450 dedicated employees boasting a wide variety of skills and expertise. Team members enjoy a robust benefits package and unique culture.



OUR PROJECTS

ACHD is dedicated to providing a safe and efficient transportation network to all users. Projects focus on a multitude of solutions for those who walk, bike, roll, and drive throughout the county. The District handles dozens of projects each year. Through the 2024-2025 capital budget, ACHD will invest \$107M in our local infrastructure.

Projects are planned for through the District's Integrated Five Year Work Plan which sets forward the strategies, projects, and priorities ACHD will pursue over the next five years. The first two years of the Plan align with ACHD's 2025 budget. This plan allows elected officials, staff, partner agencies, and the public to work in a coordinated fashion to implement projects.

achdidaho.org/projects | achdidaho.org/IFYWP





SALARY

The Ada County Highway District is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance may be available for the successful out of area candidate.

APPLY TODAY

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: ACHD

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