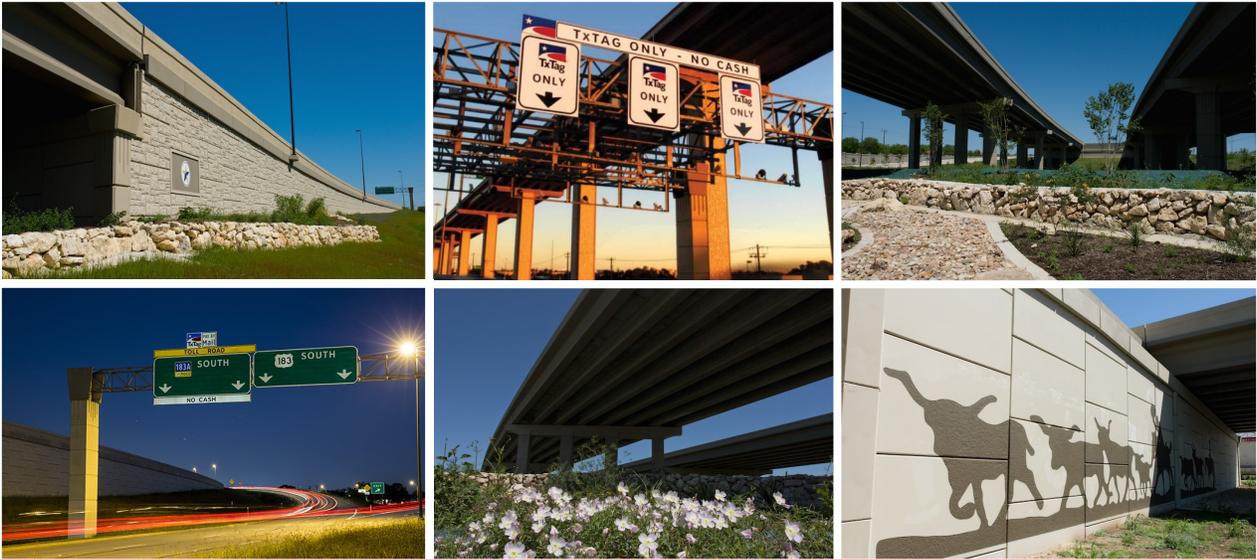


Central Texas Regional Mobility Authority

Executive Director



3300 N IH-35, Suite 300 Austin, TX 78705



CENTRAL TEXAS REGIONAL
MOBILITY AUTHORITY



About CTRMA

The Central Texas Regional Mobility Authority is an independent government agency created in 2002 to improve the transportation system in Williamson and Travis counties. Our mission is to implement innovative, multimodal transportation solutions that reduce congestion and create transportation choices that enhance quality of life and economic vitality.

The Mobility Authority was created and operates under the Texas Transportation Code Chapter 370 and is authorized under state law to implement a wide range of transportation systems including roadways, airports, seaports and transit services. The Mobility Authority is authorized to issue revenue bonds to fund projects and can utilize user fees to fund operations and repay bonds.

Board of Directors

The Mobility Authority Board of Directors is comprised of seven local community volunteers who are responsible for setting policies, identifying priority projects and ensuring the agency is operated in an efficient and effective manner.

The Governor appoints the Chairman, and the Commissioners Courts for both Travis and Williamson counties each appoint three members to serve on the Board.

Board members are active members of the community who are appointed to serve two-year terms and are not compensated for their service.

The Position

The Executive Director directs and controls the overall management and operations of the CTRMA; incorporates policy and feedback from the Board of Directors into the operations; manages the agency's interaction with all constituencies in the region it serves. The Executive Director supervises the Chief Financial Officer, Director of Engineering, Director of Operations, Director of Communications and Government Relations, Director of Community Relations, Manager of HR/Fiscal Analyst, and an Executive Assistant.

Responsibilities and Duties of the Executive Director:

- Works with various funding sources (underwriters, financial advisors, rating agencies, insurers, Williamson and Travis counties, etc.) to secure necessary funding for the CTRMA's strategic transportation construction plan and its operations.
- Works closely with the Board of Directors; City, State, Federal and County officials; and others to ensure implementation of policies adopted by the Board of Directors, the CTRMA's strategic plan, compliance with applicable statutes, and collaboration with public entities.
- Cooperates and collaborates with local and regional agencies to ensure implementation of transportation policies adopted by other agencies.
- Develops, expands and enhances community relationships; works with the Director, Communications and Director of Community Development.
- Serves as face person for agency; makes presentations; serves on panels, regarding mission, goals, objectives, progress on projects.



Responsibilities and Duties continued..

- Provides leadership and direction, in collaboration with various regional agencies, on regional transportation plan.
- Works closely with contractors and internal/external legal counsel to resolve conflicts and issues, as necessary.
- Ensures that staff members comply with ethical responsibilities of a public agency.
- Prepares regular budget and forecasting analyses; works closely with CFO to monitor organizational financial performance against plan.
- Ensures that annual external audit is performed; reports on results to the Board of Directors.
- Effectively manages finance/HR staff and contractors; ensures that staff members perform, at a minimum, at the "meets expectations" level; ensures that staff members receive ongoing and regular performance feedback.

Knowledge and Abilities:

- Knowledge of CTRMA policies, procedures, legislation, and various codes and laws affecting the implementation of CTRMA projects and programs.
- Knowledge of principles and practices of regional transportation planning and knowledge of transit, rail, and air quality planning.
- Knowledge of principles of transportation program development and management, including the relationship between Federal, State, and regional and local transportation planning activities.
- Knowledge of operations, services, and activities of a comprehensive management program.
- Knowledge in the principles and practices of budget preparation and administration.
- Knowledge of modern office practices and technology, the use of computers and peripheral equipment.
- Ability to work under considerable stress as a result of tight deadlines, balancing multiple projects, and performing duties under public and political scrutiny.
- Ability to provide effective leadership, supervision and motivation to evaluate the performance of subordinates.
- Ability to direct preparation of complex technical reports, financial reports, budgets, and correspondence.
- Ability to make sound, educated, independent decisions and use judgment and discretion in applying CTRMA policies, rules and regulations.
- Proficient in MS Word, Outlook, Excel and PowerPoint.

Education and Experience

Qualified applicants will have a Bachelor's degree in Public Administration, Public Affairs, Business or Engineering, plus at least ten years' experience in the field of government, transportation or a related area. A Master's degree is preferred. In addition, a minimum of 5 years' successful experience in managing the overall management a company/agency, and a minimum of 5 years' experience in a management/leadership role in a State agency or other not-for-profit organization is strongly preferred.



The Ideal Candidate

The ideal candidate will have a proven track record of success with knowledge and experience in transportation, bond financing, construction, operation of toll roads, and project management. Fiscal experience to include budget development and management is essential for this position.

The ideal candidate will be a visionary leader who sets a positive example of competence, professionalism, energy and work ethic to the organization and community. This is a key position within the CTRMA and it is essential for the successful candidate to work closely with Board of Directors, City, State, Federal and County officials, and the community. Effective communication along with strong collaboration and team building skills will be necessary for this individual to be successful; advanced presentation and written/oral communication skills are imperative.

It is essential for the Executive Director to work closely with the Board of Directors in carrying out initiatives and setting the tone and vision for the staff. The successful candidate should have strong interpersonal skills and must have the capacity and interest to be an effective mentor and supportive leader for staff.

Salary

The CTRMA is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: CTRMA

Affion Public
PO Box 794
Hershey, PA 17033
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www.affionpublic.com



CTRMA is an Equal Employment Opportunity Employer.