



WILLIAMSBURG AREA TRANSIT AUTHORITY

MEMORANDUM

TO: Board of Directors

FROM: Zach Trogdon, Executive Director

DATE: January 12, 2022

SUBJECT: Proposed Staffing Plan

Due to some recent turnover in administrative staff, I would like to update the Board on a couple of proposed changes to staffing. First, the full-time position of Communications Specialist is currently vacant, and the position of part-time Administrative Assistant is going to be vacant in late February. These positions will be combined into one full-time position. The title and job description of the position will be updated accordingly. The title currently proposed is Marketing and Administrative Specialist. Staff is working closely with James City County Human Resources on the changes and ensuring that they are in accordance with adopted personnel policies.

The position of Deputy Executive Director also became vacant in late December 2021. This has presented an opportunity to spread some of the managerial duties among current positions. One change will involve a reclassification of the current Operations Director position that will have additional duties assigned to it. A change in the position title to Director of Operations is under consideration. The Deputy Executive Director position will also have a change in duties and responsibility. The title will be changed to reflect a different emphasis toward administration and planning oversight. Both of these positions will report to the Executive Director.

Attached is a draft staffing plan and draft organization chart. As mentioned above, WATA is working with JCC Human Resources to implement these changes according to current policies. As these changes are finalized they will be reported back to the Board.


Zach Trogdon
Executive Director