

THE POSITION



The Executive Director oversees all employees and the overall day-to-day operations of the Williamsburg Area Transit Authority (WATA) under the direction of the Williamsburg Area Transit Authority Board of Directors, which consists of appointed representatives from James City County, the City of Williamsburg, York County, The Colonial Williamsburg Foundation, the College of William and Mary, and the Virginia Department of Rail and Public Transportation. The Executive Director works closely with the Board to propose activities and programs and carry out the Board's policies and programs. The Executive Director also acts as a liaison between WATA and federal, state, local, and regional organizations.

Responsibilities of this position include:

- Manages all WATA activities of the public transportation system; oversees the management and development of WATA fixed routes and paratransit services and the development and implementation of programs for all areas of WATA transit operations, including marketing, public relations, operator regulations, safety, preventative maintenance, purchase of services agreements, etc.
- Provides effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing and assigning work and related activities; works with staff in the development and execution of WATA's budget and grants; ensures all equipment, materials and work conditions are adequately maintained to prevent accidents; provides management and oversight over operations and maintenance.
- Prepares the annual budget for Board consideration, executes contracts approved by the Board, and reports to the Board on a regular basis concerning WATA's operations.
- Works with local, state and federal government officials to ensure that WATA complies with all applicable rules, regulations and requirements; determines transportation needs of citizens, visitors and students; participates in coordinating various transportation resources in the community to provide more efficient service.
- Prepares and presents resolutions, reports, and other information to the WATA Board of Directors; makes presentations to member governing bodies; provides orientation to new Board members of WATA; works with the Board of Directors to develop WATA goals and objectives.
- Serves as the Authority's representative on the Hampton Roads Transportation Planning Organization and prepares, submits, and monitors requests to federal, state, and local funding partners.
- Provides assistance to local, regional, state, and transit organizations and committees as needed.
- Interacts professionally with various levels of employees, outside representatives, public officials, the media, and the community at large; provides oversight of a citizen advisory group consisting of the cross section of the public and business community.
- Establishes standard operating procedures; oversees the implementation of all policies established by the WATA Board of Directors.
- Performs other duties as assigned.