

DEPUTY EXECUTIVE DIRECTOR

Salary Range

\$126,331 - \$166,243



Tahoe Transportation
DISTRICT

Thank you for your interest in the Tahoe Transportation District and its mission to protect Lake Tahoe and connect its communities. The District is responsible for facilitating and implementing safe, environmentally positive, multi-modal transportation plans, programs and projects for the Lake Tahoe Basin, including transit operations.

POSITION SPECIFIC RESPONSIBILITIES

- Assumes management responsibility for a variety of District programs, services, and activities, including internal services, capital programs, and the operations department.
- Develops, directs, and coordinates the implementation of short- and long-range organizational strategic plans, goals, objectives, policies, procedures, and work standards for the District.
- Manages and participates in the development and administration of the District's budget, including support for regional revenue.
- Contributes to the overall quality of the District's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs.
- Monitors legal, regulatory, technology, societal changes, and court decisions that may affect the work of the District.
- Evaluates organizational structure and operating procedures and makes recommendation for changes and improvements.
- Identifies potential grants for future District growth and development.
- Represents the District by effectively interacting with elected officials, commissions, legislators, regulatory agencies, outside agencies, and the community at large.
- Participates in and makes presentations to the District's Board of Directors and a wide variety of committees, boards, and commissions.

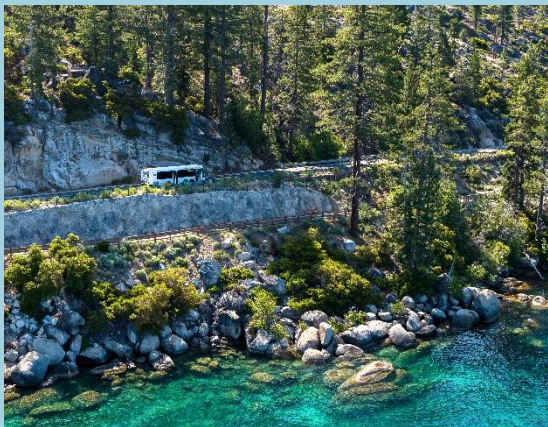
ESSENTIAL FUNCTIONS

This executive management classification oversees, directs, and participates in all activities of the District's operations, including short- and long-term planning, as well as the development and administration of District-wide policies, procedures, and services. Also manages assigned departments and aids the Executive Director in a variety of administrative, coordinative, analytical, and liaison capacities.

Work requires knowledge of public policy, District functions, and municipal government activities, including the role of the Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas.

The incumbent is accountable for accomplishing District-wide planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.





KNOWLEDGE/SKILLS

- Bachelor's Degree in transportation management, business administration, public administration, or a related field.
- Seven (7) years of increasingly responsible professional experience in public transit, public transportation, or a related field, including five (5) years of management experience.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff.
- Principles and practices of leadership, working with groups and fostering effective team interaction.
- Principles and practices of strategic plan development, budget administration, and contract management.
- Principles, practices, and procedures of public administration in a transit agency.
- Senior management level decision making.
- Federal, state, and local laws, codes, and regulations relevant to assigned areas of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Prepare and conduct effective presentations, including those involving controversial issues, to a variety of stakeholders.
- Manage TTD effectively while understanding the current state of resources, anticipating future requirements, and establishing mechanisms to ensure those resources are available when needed.

BENEFITS PACKAGE

The benefits package includes: 80 hours of salaried time-off, 4.615 hours of paid time-off per pay period, 12 paid holidays, 40 hours of paid sick leave, retirement plan consisting of a Social Security replacement plan (8%), 401(a) employer discretionary contribution account (4%), 457(b) deferred compensation plan (voluntary) and Group Health Insurance plans including Medical, Dental, Vision, Life Insurance, and Short Term Disability.

APPLICATION PROCEDURE

To be considered, please electronically submit your resume, cover letter, and a list of three professional references to DeDe Aspero, Tahoe Transportation District, P. O. Box 499, Zephyr Cove, Nevada 89448 or email to daspero@tahoetransportation.org

Please visit www.tahoetransportation.org to review the full position profile and to learn more about Tahoe Transportation District.