

General Manager

The Ohio Valley Regional Transportation Authority (OVRTA) is seeking qualified applicants for the position of Executive Director.

QUALIFICATIONS:

Possession of a degree in transportation, business, public management, or a related area and 5-7 years of progressive responsibility in public transportation is preferred. **Substitution:** Exemplary transportation management experience may be substituted for the degree requirement.

SALARY RANGE:

\$67,000 – \$77,600

CLOSING DATE: June 4, 2018

BENEFITS: The Executive Director is provided agency-paid medical, dental, vision, and life insurance; Social Security and Medicare contributions; a defined benefit pension through the West Virginia Public Employee Retirement System; voluntary deferred compensation plan (457 plan); PTO after successfully completing one year of employment; 11 paid holidays; paid sick leave.

DEFINITION:

The Executive Director, while reporting to a ten-member board, is responsible for the activities and day-to-day operations of the system; performs related duties as required.

DUTIES AND RESPONSIBILITIES:

Oversees 46 full-time employees; comprised of 5 management positions, 31 drivers, 1 dispatcher, and 9 garage employees;

Handles personnel duties, which include, but not limited to, contract negotiations, hiring new employees, handling complaints, disciplinary actions, grievances and possible arbitrations;

Manages the projection of operating revenues, subsidies, and expenses for use in the local MPO Transportation Improvement Program and Long-Range Plan;

Monitors the financial needs and timing for long term vehicle replacement schedule;

Determines the timing and need for local levy renewals or increases;

Works with the service area communities to enact levy ordinances and promotes the ballot issue through media buys, placement of levy signage, meets with any interested group to discuss the importance of the levy;

Manages procurement work; including the preparation of bid packages, publishing, reviewing, and awarding major capital purchases and insurance coverages that cannot be precured off of State contracts;

Ensures compliance for Statewide contract purchases with proper documentation required by federal law;

Investigates accidents/incidents by gathering and reviewing videos, police reports, scene photos, and driver event reports;

Answers insurance investigator questions and lawsuit discovery inquires.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of State and Federal transit laws; thorough knowledge of State and Federal transit regulations; considerable knowledge of financial management; considerable knowledge of grant application and management; knowledge of labor management; knowledge of public relations; ability to perform high level of analytical problem solving; ability to establish and accomplish goals and objections; ability to establish, develop and maintain effective working relationships with others; strong decision-making skills; excellent oral and written communication skills.

AGENCY BACKGROUND INFORMATION:

The Executive Director position, while employed by the Ohio Valley Regional Transportation Authority (OVRTA), oversees the day-to-day operations of two separate transit authorities that coordinate service in the Wheeling-Bridgeport Urbanized Area under a Memorandum of Understanding (MOU). Specifically, the OVRTA is authorized under the West Virginia Code and the Eastern Ohio Regional Transit Authority (EORTA) is authorized under the Ohio Revised Code. Each entity has a Board of Directors that the Executive Director reports to on operational issues and for policy direction. Under the MOU, the EORTA determines its fare structure, type and level of service, while the OVRTA actually hires all employees, then provides and administers the coordinated service from its office/garage facility located on Wheeling Island.

The communities that are served in West Virginia consist of the City of Wheeling and the Village of Bethlehem within Ohio County. Additionally, the City of Benwood and McMechen in Marshall County.

In the State of Ohio, Belmont and Jefferson Counties are served. This includes Bellaire, Brookside, Martins Ferry, Rayland, Shadyside, Tiltonsville, Yorkville, and the communities located along National Road west of Brookside (i.e., Wolfhurst, Lansing and Blaine).

Furthermore, midday service is provided to the Highlands and the Ohio Valley Mall, two shopping complexes located outside of the service area of the authorities. The combined service area population is 57,416 and encompasses 27 square miles.

Combined fixed route bus service is provided along 11 routes (OVRTA:7 and EORTA:4), with the days and hours of service being Monday-Saturday, from 6:00 a.m. to 6:30 p.m., excluding nine holidays during the year. An ADA complementary curb-to-curb advanced reservation origin-to-destination paratransit van service, named AdVANtage, is additionally provided by the two authorities. In FY2017, the fixed route bus service provided approximately 385,000 trips (OVRTA: 282,000 and EORTA: 103,000) with the AdVANtage van recording a combined 4,950 trips. Senior citizens and the disabled comprised about 38% of the fixed route bus trips.

The rolling stock for the system is comprised of 19 active fleet buses (OVRTA:13 and EORTA:6) and four paratransit vans (OVRTA:2 and EORTA:2). The OVRTA is also the owner of the Robert C. Byrd Intermodal Transportation Center in downtown Wheeling. This facility is managed on behalf of the OVRTA by the City of Wheeling through a third-party contractor. OVRTA is responsible for the proper maintenance and upkeep of the structure. Additionally, ensuring the structure is in compliance with federal requirements is OVRTA's responsibility

The FY2017 operating budget for the OVRTA/EORTA was \$4.11 million with costs shared on a 68% OVRTA and 32% EORTA basis as per the provisions of the MOU that uses authority-specific service mileage and service hours for distributing this expense. Both authorities are supported by local transit levies in West Virginia and Ohio, with some annual operating financial assistance through the Ohio Department of Transportation and with federal FTA Section 5307 funding through the Governor's Apportionment in each State along with farebox/bus pass revenue. Major capital purchases utilize either FTA Section 5339 funds distributed by each State and/or "flexed" federal highway funds in Ohio.

Interested applicants should email resume, cover letter, and salary requirements by COB on June 4, 2018 to Robert Herron, c/o Tessia Haymaker at thaymaker@wheelingwv.gov .

If for any reason you are unable to email your information please send, no later than June 4, 2018, to:

Robert Herron
c/o Tessia Haymaker
1500 Chapline Street
Wheeling, WV 26003

OVRTA is an Equal Opportunity Employer