

JOB DESCRIPTION

EXECUTIVE DIRECTOR FOR

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY (CVTA)

Background

The Central Virginia Transportation Authority (CVTA) is a newly created organization that provides funding opportunities for priority transportation investments across the central Virginia region. This CVTA was established in 2020 by the Virginia General Assembly. The Richmond Regional Transportation Planning Organization (RRTPO), established by the Virginia General Assembly in 2002, serves as a resource for the CVTA through both expert planning advice and staff support.

The CVTA comprises the nine counties and cities located in Planning District 15, which includes the Town of Ashland, the City of Richmond, and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent and Powhatan. The Commonwealth of Virginia is known for its well-managed and progressive 95 counties and 38 independent cities. The CVTA will administer transportation funding and is directed to review the governance structure of existing transit service in the Richmond region and evaluate the possibility of creating a transportation district.

Organization of the CVTA

The CVTA functions like a board of directors, responsible for general policy and decision-making with respect to planning, programming and implementation of regional transportation improvements; additionally, it has fiduciary responsibility for revenue transferred to it by the Commonwealth to include compliance with statutory guidance on CVTA and member jurisdictional use of funds.

Key committees:

- Finance Committee. Advises CVTA on all financial matters and oversees CVTA's financial activities.
- Technical Advisory Committee (TAC). Advises and provides recommendations on the development of projects, funding strategies and other matters as directed by CVTA.
- Program Planning Advisory Committee (PCAC). Advises CVTA on broad policy issues related to periodic update of CVTA's Long Range Transportation Plan, with specific consideration to regional transportation, land use and growth issues.
- Jurisdiction and Agency Coordinating Committee (JACC). Advises CVTA on transportation projects and services, regional transportation planning, long-range planning, air quality and legislation; functions as CVTA's lead committee for coordination of regional transportation plans and programs.
- Council of Counsels. Provides legal counsel and advice to CVTA.

Leadership

As a key member of the CVTA's management team, the executive director is responsible for day-to-day operations of the CVTA, to include:

- Leadership:
 - ▶ Sets the strategic vision for the CVTA and ensures planning and programming of CVTA-directed investments that supports achievement of its long-range plan, in collaboration with committees and local jurisdictions.
 - ▶ Oversees administration of the CVTA.
 - ▶ Ensures that a coordinated annual operational plan and calendar are drafted for CVTA approval.
 - ▶ Recommends an annual operations budget and debt service (capital) budget and, in concert with the Finance Committee, manages CVTA's resources.
 - ▶ Provides leadership to CVTA committee members.
- Building working relationships:
 - ▶ Develops and maintains relationships with CVTA members.
 - ▶ Collaborates with CVTA to identify problems, needs, opportunities and coordinates responsibility for achieving both near-term and long-term goals.
 - ▶ Reports monthly to CVTA on specific tasks and responsibilities.
 - ▶ Forges effective, mutual relationships with elected officials and key jurisdictional/agency staffs at all levels of government, private sector partners and members of community groups and the public.

Specific Responsibilities

- Serves as principal staff advisor to the CVTA and its members on all matters related to responsibilities and functioning of the CVTA.
- Serves as principal CVTA staff coordinator with jurisdictions and relevant agencies, recognizing that various committee staff leads work directly with counterpart staff members.
- Takes a lead role in drafting a strategic vision and plans for the CVTA, in collaboration with appropriate committees.
- Ensures coordination amongst the various committees and Council of Counsels so that the CVTA receives coordinated recommendations, while also ensuring that advisory committees' advice is also presented to the CVTA.

- Ensures that financial responsibilities and accountability are fulfilled by the CVTA.
- Selects and supervises CVTA staff.
- Drafts staff coordinated agenda for Chairman's consideration and ensures that meeting informational packets are prepared and distributed in a timely fashion in advance of meetings.

Preferred Characteristics

- Self-starter comfortable working with broad [board] guidance and minimal oversight.
- Professional demeanor that "presents well" to public officials (elected and appointed).
- Accustomed to working with multiple agencies and engendering a cooperative relationship.
- Knowledge of transportation issues at a strategic and operational level.
- Ability to work through competing needs among various jurisdictions
- Ability to communicate effectively with elected and appointed officials and the public.
- Ability to prepare briefings, charts and reports readily understood by the public.
- Ability to cast and exercise broad leadership vision, while engaging in day-to-day operational matters necessary in a small office environment.
- Accustomed to serving as the organization's spokesperson with various media (e.g., print, radio and television).

Qualifications

- Bachelor's degree in public or business administration, public policy, economics, engineering, transportation planning or a related, relevant discipline. Master's degree preferred.
- Demonstrated knowledge/experience:
 - ▶ Minimum of 10 years of relevant management experience, with demonstrated success in a fast-paced environment preferred, or
 - ▶ Working with public-private partnerships, particularly those related to transportation projects preferred.
 - ▶ Working in a complex political and policy environment where consensus building is critical to organizational success.
 - ▶ Experience in the general principles and practices of public financial systems, ideally to include capital financing and budgeting.
 - ▶ Proven track record with large regional multi-year capital transportation infrastructure projects.
 - ▶ Background in coordination of project presentations and meeting project deadlines across multiple jurisdictions and agencies.

- Knowledge of:
 - ▶ Federal rules relating to transportation planning with non-attainment of air quality standards.
 - ▶ Large transportation/transit service project management, oversight standards, tools and techniques.
 - ▶ Financial planning and best oversight approaches.
 - ▶ Insight into Obstacle's transportation projects may encounter, such as environmental issues, working through VDOT processes and federal regulatory agency requirements in the capital planning and implementation process is preferred.
 - ▶ Methods for transportation/transit performance evaluation (from regional perspective) and measurement tools.
 - ▶ Board meeting management and logistics, organization and time management.
- Ability to:
 - ▶ Work and interact effectively and professionally with CVTA and key jurisdictional staff.
 - ▶ Define goals and develop plans/mechanisms to achieve them.
 - ▶ Establish and maintain effective working relationships with peers and colleagues.
 - ▶ Exercise effective time management, balance multiple priorities and consistently meet timelines and due dates.
 - ▶ Develop, implement and monitor internal controls.
 - ▶ Use and apply typical office software programs.

A combination of equivalent training and experience may be considered.

Additional Considerations

- Executive Director will travel often (normally with his/her vehicle) in Central Virginia; will be provided a monthly travel allowance.
- Executive Director is expected to live in Central Virginia.

Work Environment

Work will typically be performed in a quiet, office environment. Executive Director support to CVTA and committee meetings will be provided in a public meeting environment that may be crowded and sometimes noisy. Considerable travel within the region is to be expected.

The Central Virginia Transportation Authority is an Equal Opportunity Employer.

