

THE CENTRAL VIRGINIA TRANSPORTATION AUTHORITY



announces the recruitment for
the position of
EXECUTIVE DIRECTOR



Background

The Central Virginia Transportation (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 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 CVTA is directed by Virginia Code to administer transportation funding in three categories: local discretion, regional transit and regionally significant projects.

PlanRVA, the planning district commission, is the fiscal agent and administrator for the Richmond Regional Transportation Planning Organization, the region's federally designated Metropolitan Planning Organization (MPO) and serves as a resource for the CVTA through both expert planning advice and administrative staff support to assure alignment with regional transportation planning priorities and effective member government relationship building.

Our Mission

The Central Virginia Transportation Authority will administer transportation funding generated through the imposition of an additional regional 0.7 percent sales and use tax (revenue collection began October 2020) and a wholesale gas tax of 7.6 cents per gallon of gasoline and 7.7 cents per gallon of diesel fuel (revenue collection began July 2020). The gas tax rates are indexed for inflation. The legislation requires a local maintenance of effort for transit funding of at least 50 percent of what was provided on July 1, 2020, with such amount to be indexed beginning in 2023. The Authority was directed to review the governance structure of existing transit service in the Richmond region, and evaluate the possibility of creating a transportation district – this was finalized and reported to the Governor and General Assembly during the summer of 2021.

Organizational Structure

The CVTA functions like a board of directors, responsible for general policy and decision making with respect to 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, GRTC 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 technical matters as directed by CVTA.
- Finance Directors Working Group. Advises the Finance Committee on decisions related to financial policy, investment and expenditures.

Our Communities

The Richmond, Virginia region is located at the midpoint, halfway between New England and Florida, along the East Coast.

Virginia is fortunate to be located at the center of the East Coast economic corridor. The nation's capital, Washington, D.C., is adjacent to Virginia's northeast corner. Richmond, Virginia's state capital, is only 98 miles due south of D.C. (two-hour drive).

The CVTA region area covers 2,165 square miles with a population of approximately 1 million covering the nine member jurisdictions.



Town of Ashland

Ashland is the only incorporated town in the region located in the heart of Hanover County. The town has evolved from a railroad resort to a college town with the relocation of Randolph Macon College to the town in 1868.

Ashland is a community of seven square miles with a population of 7,565. The Town of Ashland is committed to stable growth while preserving the historic district, connecting its residential neighborhoods through a system of parks and trails.



County of Charles City

Charles City County is located east of Richmond and west of Williamsburg, with a southern border on the James River and an eastern border on the Chickahominy River.

Charles City County is a sparsely populated rural haven with a population of 6,773 residents who enjoy the benefits of a rural quality of life with easy access to urban centers and attractions.



County of Chesterfield

Chesterfield County is a rapidly growing suburban community with a population of 364,548.

Situated between the James and Appomattox Rivers, the county has a land area of 437 square miles. Chesterfield County is the fourth largest county in Virginia with much of the development in the northernmost part of the county.



County of Goochland

Goochland County is located approximately 13 miles west of Richmond, adjacent to Henrico County. The easternmost part of Goochland, complete with infrastructure, is

slated for development while the western part is planned to remain rural.

Route 288 along its eastern border provides connection through the West Creek Business Center to I-64. The county is 289 square miles with a population of about 24,727. Goochland offers an excellent quality of life, close to amenities but removed from high densities and traffic.



County of Hanover

Hanover County is a vibrant rural and suburban locality with a population of 109,979 and a land area of 471 square miles.

Hanover includes the incorporated Town of Ashland. The county is located between the Chickahominy and Pamunkey Rivers. Much of the development is oriented to I-95 and I-295, north of Richmond.



County of Henrico

Henrico County is the employment center of the region with a population of 334,389. The Richmond International Airport and Richmond International Raceway, which hosts two major NASCAR races each year,

are both located in the county.

The county has a total land area of 245 square miles and wraps around the City of Richmond to the north extending east and west.



County of New Kent

New Kent County is a growing suburbanizing community, located 15 miles east of the City of Richmond.

New Kent County has a population of 22,945 with 212 square miles of land and water. The New Kent County development pattern is shaped by the major interchanges of I-64 as it extends to the east.



County of Powhatan

Powhatan County consists of 270 square miles and has a population of 30,333. Powhatan ranks as one of the fastest growing localities in Virginia.

Development patterns are shaped by US Route 60 and connecting routes of Routes 288 and 522 crossing the James River. Powhatan is dedicated to maintaining an excellent quality of life for its citizens and business community.



City of Richmond

The City of Richmond is the capital of the Commonwealth of Virginia and has a population of 226,610. It serves as a major center for employment and culture for the region.

Located on the James River, Richmond is an independent city with a total land area of 62.5 square miles, bounded by Chesterfield and Henrico Counties.

Leadership

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

- Leadership:
 - ▶ Sets the strategic vision for the CVTA and ensures planning and programming of CVTA-directed investments that support achievement of the region's long-range transportation plan (LRTP), produced through the Richmond Regional Transportation Planning Organization and in collaboration with regional stakeholders 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.
- ▶ Works collaboratively with PlanRVA staff to develop objective data and resources supporting the decision-making process.
- 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.

Executive Director Position

Major Responsibilities

- Serves as principal staff advisor to the CVTA and its members on all matters related to responsibilities and functioning of the CVTA, including project financing and asset management.
- 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 collaboration amongst the various committees 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 information packets are prepared and distributed in a timely fashion.

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 planning and financial programming 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.

Qualifications

Education and Experience

- Master's degree in transportation planning, public or business administration, public policy, economics, engineering, or a related, relevant discipline.
- Demonstrated knowledge/experience:
 - ▶ Minimum of 10 years of relevant management experience, with demonstrated success in a fast-paced environment.
 - ▶ 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 and vehicles, 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.

- ▶ Experience in developing and/or managing methods for transportation/transit performance evaluation (from regional perspective) and measurement tools.
- ▶ Insight into obstacles transportation projects may encounter, working through state agency processes and federal regulatory agency requirements in the capital planning and implementation process.
- 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 for major capital infrastructure projects.
 - ▶ Board meeting management and logistics, organization and time management.

A combination of equivalent training and experience may be considered.

Abilities

- Work and interact effectively and professionally with CVTA members 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.

Compensation and Benefits

The CVTA offers a highly competitive compensation package for this position through a partnership with PlanRVA. Salary for this position is negotiable, commensurate with qualifications and experience.

- Health, Dental, Vision and Prescription Drug Coverage
- Flexible Spending Accounts
- Short- and Long-Term Disability Insurance
- Long-Term Care Insurance
- Group Term Life Insurance

- Retirement plan through the Virginia Retirement System and ICMA
- Annual Leave Beginning at 12 Days Per Year
- Sick Leave for Employee and Family Illness
- Paid Holidays in Accordance with Commonwealth of VA
- Professional Development Investment
- Technology/mobile device stipend

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. Executive Director is expected to be adept in multiple work platforms, including in-person, virtual and hybrid settings. Considerable travel within the region is to be expected.

Application Process

The application deadline is October 31, 2021, at 5 p.m.

Application submission must also include:

- Cover letter
- Resume
- Salary history and salary requirements
- Reference list to include three professional references

Interested applicants should apply online at www.hanovercountyjobs.com.

An extensive background investigation is required including criminal history, financial/credit evaluation, public media/persona investigation and professional references.

PlanRVA (the Richmond Regional Planning District Commission) **is an Equal Opportunity Employer.**

Central Virginia Transportation Authority

