

TBARTA Executive Director Job Description
Approved by the TBARTA Board on 2-23-18

Summary

TBARTA is Tampa Bay's regional transit authority, formed by state law to "plan, implement and operate mobility improvements and expansions of multimodal transportation options for passengers and freight," throughout the region. The Legislature entrusted TBARTA with the authority and responsibility to produce, in cooperation with county-based transit agencies, a Regional Transit Development Plan (RTDP). The RTDP will provide a vision for a regional transit system, along with a 10-year implementation and funding strategy.

The Florida Legislature approved a major restructuring of the agency in its 2017 session, responding to business, political and community leaders in Tampa Bay who want to spur the development of a regional transit system. The new structure consists of five counties, including Hernando, Pasco, Hillsborough, Pinellas and Manatee, and includes on its board a total of 13 business leaders and elected officials from throughout the region.

There are currently numerous transit projects in conjunction with partnering agencies - which would be considered integral components of a regional transit system - underway in Tampa Bay, including: development of a Regional Transit Development Plan (RTFP) and its resulting catalyst project; the Central Avenue Bus Rapid Transit Project in St. Petersburg, Pinellas County; the modernization of the historic TECO Streetcar in Tampa, Hillsborough County; and plans by the Florida Department of Transportation District #7 to include transit as a major component in its TB Next process.

The Board of TBARTA is seeking an Executive Director who can take the agency, and the community, to a new level in terms of implementing and operating a regional transit system. The Executive Director must have the entrepreneurial skills to be able to grow the agency; enjoy engaging with the public, elected officials, community leaders, and board members; and have the proven ability to navigate complex financial relationships that will likely be required to finance regional transit projects. As a baseline, the Executive Director must have a solid technical and policy knowledge of transit systems and a successful track record dealing with management issues, including, without limitation, human resources, development and management of operating budgets, and overall agency administration.

Duties and responsibilities

1. Responsible for the overall financial and administrative operations of TBARTA, and for compliance with all applicable requirements of state and federal law, regulations and rules.
2. Completing the Regional Transit Development Plan (RTDP) and, subsequently, may implement and operate the identified regional transit projects, including, without limitation:
 1. Project development, design and engineering;
 2. Identification and implementation of funding sources and/or agreements;
 3. Procurement and construction of system components; and
 4. Planning and execution of operations.

3. Developing and maintaining a constructive and productive relationship with:
 1. The Board of Directors of TBARTA and its committees;
 2. Key local, state and federal elected officials and governing bodies;
 3. MPOs and transit agencies/authorities in the TBARTA region;
 4. Florida Department of Transportation;
 5. US Department of Transportation; and
 6. Office of the Governor.
4. Investigating, identifying and developing funding sources for TBARTA including, without limitation: local, state, and federal funds (including bed taxes), public-private partnerships, and contract services.
5. Developing and recruiting quality staff and contractors.
6. Representing the agency in the media and public settings/events and handling public speaking engagements.
7. Managing state legislative relationships, including, without limitation:
 1. Hiring government relations professionals, if appropriate;
 2. Appearing before legislative committees, with Board Members, if appropriate;
 3. Monitoring legislation that could impact TBARTA; and
 4. Researching, developing and supporting legislation that could support TBARTA, when necessary.
8. Performing other duties as assigned by the Board of Directors.

Qualifications

Required: Bachelor's degree in Public Administration, Business Management, Urban Development, Planning, Engineering or related field.

Executive level management, with proven abilities in consensus building, communication, budgeting and financial management, contract management, planning, and the additional Leadership Competencies set forth on attached **Exhibit "A."**

Experience in transit or transportation management, including, without limitation, multi-modal systems, and knowledge of transit and/or transportation programs and financing strategies.

Background Check

Must successfully complete a criminal history background investigation and verification of references and background information prior to selection and employment.

Exhibit "A"

Leadership Competencies

Our organization highly values leadership and is continually striving to improve our organizational performance. While a full array of leadership competencies is desirable, the TBARTA Board has identified the following competencies as most desirable:

- **Composure** - Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can **handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.**
- **Conflict Management** - Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; **can find common ground and get cooperation with minimum noise.**
- **Ethics and Values** - Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
- **Integrity and Trust** - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; **keeps confidences; admits mistakes;** doesn't misrepresent him/herself for personal gain.
- **Listening** - Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.
- **Managerial Courage** - Doesn't hold back anything that needs to be said; provides current, direct, complete, and "actionable" positive and corrective feedback to others; lets people know where they stand; faces up to people problems on any person or situation (not including direct reports) quickly and directly; is not afraid to take negative action when necessary.
- **Negotiating** - Can negotiate skillfully in tough situations with both internal and external groups; **can settle differences with minimum noise; can win concessions without damaging relationships;** can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.
- **Problem Solving** - Uses rigorous logic and methods **to solve difficult problems with effective solutions;** probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the **first answer.**
- **Building Effective Teams** - Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; **fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team;** creates a feeling of belonging in the team.
- **Written Communications** - Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages **across that have the desired effect.**