

## Cape Ann Transit Authority

### Administrator

#### Job Description

**Job Title:** Administrator

**Department:** Administration

**Job Location:** CATA Administrative Office

**Job Status:** Full-time, Exempt

**Reports to:** CATA Advisory Board

**Salary Range:** \$110,000-\$130,000

**Supervises:** All CATA staff & contractors

**Position Summary:** The Administrator of the Cape Ann Transit Authority (CATA) provides strategic leadership in the overall operation of the Authority by working with the Advisory Board, the executive management team, staff, and external stakeholders to establish long-range goals, strategies, plans and policies in support of Cape Ann's public transportation system as governed by MGL Chapter 161B. The Administrator ensures adherence to the mission of the Authority to provide excellent customer service through efficient, reliable, safe, and affordable transit options to all of its customers and communities.

#### **Essential duties and Responsibilities:**

*The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment for the position.*

- Conducts strategic planning and quality improvement measures to evaluate quality of current services and in meeting current and future needs of member communities for public transportation.
- Fosters collaborations with numerous public and private transportation partners to enhance the coordinated provision of transportation services supporting key transit user populations, with a particular focus on Cape Ann's growing senior population.
- Spearheads the development, communication and implementation of cost efficient and effective strategies in support of the provision of public transportation services, including revenue enhancement initiatives that generate additional federal and other types of funding.
- Directs and coordinates financial and budget activities in order to fund operations; coordinates development and implementation of budget control systems, recordkeeping systems, and other administrative control processes; oversees analysis and development of recommendations to the Advisory Board concerning the annual operating budget, capital plans, and service and fare charges.
- Motivates and leads a high-performance management team to achieve the overall public transportation goals and objectives of the Authority. Oversees recruitment and

selection processes to ensure compliance with applicable laws and Equal Employment Opportunity/Affirmative Action Plans established by the Authority; organizes and develops staff to optimize talent; directs and develops effective personnel management systems to assess, reward, and motivate staff.

- Oversees procurement of all materials, supplies and services, construction and maintenance of buildings and oversight of all authority assets; ensures all procurement activities are conducted according to relevant regulatory requirements and established procedures; negotiates and approves contracts with contractors, vendors, and other entities.
- Identifies and directs marketing strategies; promotes service and informs communities of the benefits of public transit; develops and directs an effective public communication system; develops and maintains communications with all member communities through Advisory Board members, local officials, and local organizations; communicates policies, plans, and procedures to the general public; communicates verbally and in writing at meetings, conferences, and other forums to promote services and accomplish objectives.
- Prepares and presents to the Advisory Board and its committees reports covering activities, expenses, budgets, regulatory and other issues affecting the Authority. Advises the Advisory Board of financial conditions, changing public transit needs and resources, recommended changes in service, etc. Performs related duties as directed by the Advisory Board.
- Reviews and fulfills federal, state, and local reporting requirements, guidelines and statutes; oversees all audits.
- Represents CATA with outside agencies and organizations such as the Federal Transit Administration (FTA), Massachusetts Department of Transportation (MaDOT), Executive Office of Health and Human Services (EOHHS), Massachusetts Association of Regional Transit Authorities (MARTA), and City or Town offices.
- Maintains awareness of current and upcoming state and federal legislation that affects public transit; establishes and maintains governmental relations to advance the cause of public transit for the benefit of Cape Ann; identifies support programs available to CATA; advises local officials of changing public transit needs and resources; advocates on behalf of CATA to state and federal legislative officials for resources to carry out the mission of the Authority.

**Qualifications:**

- Bachelor's degree in Business, Public Administration, Planning, Management, or closely related field; Master's degree preferred.
- A minimum of 5 years' experience in the transit industry with a demonstrated history of increasing responsibility, including supervision and management.

- Demonstrated experience in business processes, including finance, budgeting, staff supervision, contract administration, information systems, procurement, marketing and public relations.
- Comprehensive understanding of public transit issues, MGL 161B, FTA and MaDOT policies and procedures.
- Strong interpersonal skills, team building, ability to communicate and manage well at all levels of the organization.
- Strong problem solving and creative skills, ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- High level of integrity and dependability, high energy, and results oriented.
- Ability to improve operations, decrease turnaround times, streamline work processes, and to work cooperatively and jointly to provide excellent customer service.

Interested candidates should send cover letter, resume, and references to Mayor Greg Verga, CATA Advisory Board Chair, at [jobs@canntan.com](mailto:jobs@canntan.com). The closing date for this posting will be Wednesday, August 3, 2022 at 5:00pm.