

TAMPA BAY AREA REGIONAL TRANSPORTATION AUTHORITY

*invites your interest in the
position of*

EXECUTIVE DIRECTOR

TAMPA BAY AREA, THE COMMUNITY

Home to over 4 million residents, the Tampa Bay Area is situated along Florida's beautiful Gulf Coast. Tampa Bay Area is comprised of seven counties with Citrus County to the north and Sarasota County to the south.

This region boasts an enviable quality of life with year round sunshine, a unique cultural heritage and a diverse business climate. When it comes to the Tampa Bay Area, picturesque scenery and an average of 361 days of sunshine each year create an ideal setting for those ready to explore and discover new treasures. The area is highly noted for its beaches, with the warm, blue gulf waters and nearly 70 miles of barriers islands, attracting tourists from all over the world. Tampa Bay Area is home to three major professional sports teams and a number of minor-league and college teams and recently held Super Bowl XLIII in 2009.

TAMPA BAY AREA REGIONAL TRANSPORTATION AUTHORITY

The **Tampa Bay Area Regional Transportation Authority**, or **TBARTA**, was created by the Florida State Legislature in 2007 to improve mobility and transportation options for passengers and freight in the seven county, 42 city Tampa Bay region that covers 6,000 square miles. The member governments of TBARTA are located in the West Central Florida region and consist of Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas and Sarasota Counties, as well as the Cities of Tampa, St. Petersburg, and alternately the largest city in Manatee and Sarasota Counties. The agency coordinates its efforts with the Florida Department of Transportation to improve transportation in the Tampa Bay Area and has developed a Regional Transportation Master Plan that identifies and prioritizes transportation options. Since the merger with the Bay Area Commuter Services (BACS) in 2010, TBARTA became the official Tampa Bay Area regional provider of commuter options including carpool, vanpool, Schoolpool, Bike Buddy, Emergency Ride Home (ERH), Telework, Compressed Work Schedule, and Commuter Tax Benefits.

The vision for TBARTA is to be a world class transportation network for the Tampa Bay region that will connect people and places, move goods and services, enhance the quality of life, and offer transportation options that are safe, sustainable, affordable, and efficient. The agency seeks to act as a catalyst for a vibrant economic future through leadership, collaboration, and partnerships.

Visit the following link to learn more about TBARTA:

www.tbarta.com

THE IDEAL CANDIDATE

The ideal candidate for the Executive Director for TBARTA will be driven and outgoing, have a positive, high-energy level and be able to communicate well with multiple agencies. The candidate must possess strong communication and leadership skills, be a visionary for the TBARTA region, and be a confident public speaker. The ideal candidate should also have:

- Experience communicating well with elected officials
- Proven positive relationships with City & County Managers and Administrators
- Knowledge of Planning & Administrative Skills
- Experience with Finance and Budget process
- Strong supervisory skills

KNOWLEDGE, SKILLS and ABILITIES

- Must possess knowledge of transit and/or transportation programs, operations and maintenance.
- Must have experience with public administration and management, policy development, political process, public relations and marketing.
- Planning and implementation of goals and objectives
- Federal and state funding requirements and processes
- Knowledge of commuter service programs
- Public-private ventures, including their financial and operational aspects

THE EXECUTIVE DIRECTOR POSITION

The Executive Director will serve as the chief administrative officer of the Tampa Bay Area Regional Transportation Authority (TBARTA) and ensure the effective administration, management and operation of the TBARTA, its programs, projects, budget and finances, as well as oversee the performance of all outside contractual services. The Executive Director will report to the TBARTA Board of Directors. The essential duties and functions of the Director will include the following:

- Responsible for the overall operations of TBARTA and for compliance with all applicable requirements of state and federal law, regulations and rules.
- Responsible for maintaining focus on, and carrying out, the strategic initiatives and goals established by the Board of Directors, including the TBARTA Regional Master Plan and Corridor Studies, as periodically updated, and the commuter service program.
- Regularly informs the Board of Director's of the organization's fiscal condition and of anticipated future funding needs and fiscal solutions.
- Coordinates with the Board to prepare a legislative program, and appears before appropriate legislative bodies, individually or with Board members when possible, to provide information and explanation of the Authority's legislative program, its operations and activities, as requested or as directed by the Board of Directors; provides regular updates to the Board to insure that member-focus is maintained.
- Identifies sources of funding and effectively seeks funding for Authority programs, projects and operations.

- Formulates and implements strategies with public and private entities that set goals and objectives for TBARTA and which provide for program planning, development and funding for the organization.
- Develops and maintains positive relations with major stakeholders, appropriate legislative and administrative bodies, federal and state regulators, policymakers and elected officials, including other regional transportation authorities, expressway authorities, and transit agencies.
- Serves as the chief staff representative of TBARTA at meetings and other interactions with the public, state and local officials, member governments and others having an interest in the Authority's programs, projects and operations.
- Effectively articulates the mission and objectives of TBARTA through meetings, presentations, interviews, and written materials.
- Works in partnership with various Committees of the Board and assigns staff as appropriate to assist those Committees by providing the necessary information for decision-making.
- Demonstrates innovation and sound judgment in planning, organizing, directing, coordinating and evaluating the operations, programs, activities and services of the entire organization.
- Recommends changes in policies and by-laws to maintain an effective operation.
- Accountable for all necessary arrangements for TBARTA meetings, including the publication of notice, agenda preparation, distribution of materials to be considered at meetings, and assignment of speakers and presenters.
- Works effectively with legal counsel, consultants, fiscal agents and others on problems and issues relevant to the operation of the Authority.
- Serves as registered agent and agency clerk for the Authority.
- Performs other duties as required, assigned or prioritized by the Board.

EDUCATION AND EXPERIENCE

Qualified candidates should have a Bachelor's degree in Public Administration, Business Management, Urban Development, Planning, Engineering or related field. A Master's degree is highly desired. The successful candidate will have experience including executive level management, consensus building, communication, budgeting and financial management, contract management, planning, with (10+) years experience in transit or transportation management including multi-modal transit systems being highly desired.

COMPENSATION AND BENEFITS

The salary range for the Executive Director is **\$115,000 to \$160,000** and the starting salary will be based on overall qualifications of the successful candidate.

Employee benefits are competitive and include:

- Retirement Benefit
- Medical Insurance
- Dental & Vision Insurance
- Life and Accidental Death & Dismemberment Insurance
- Short Term Disability
- Paid Holidays
- Generous Annual and Sick Leave
- And More

HOW TO APPLY

For additional information on this outstanding opportunity, please contact W. D. Higginbotham, Jr., Senior Vice President, The Mercer Group, Inc. at 727-214-8673, WDHiggin@mercergroupinc.com

Candidates should forward a letter of interest and resume, electronically, by the close of business on December 2, 2014 to:

**W. D. Higginbotham, Jr.
Senior Vice President
The Mercer Group, Inc.
Seminole, FL 33777
Email - WDHiggin@mercergroupinc.com**

Resumes are subject to the provisions of Florida Public Records Statutes

The Tampa Bay Area Regional Transportation Authority (TBARTA) is an Equal Opportunity Employer. TBARTA does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.

 The Mercer Group, Inc.