



NVTA Title: **EXECUTIVE DIRECTOR**  
FLSA: Exempt  
Salary  
Last Amended: 01/26/2011

### **DEFINITION**

Plans, organizes, directs, staffs and controls the operations of the Napa Valley Transportation Authority (NVTA); develops and plans transportation activities in the County including transit services; formulates transportation policies, procedures and operational objectives; establishes an efficient organization by facilitating consensus building and decision making; and performs other related duties.

The NVTA is a joint powers organization consisting of County of Napa, the cities of American Canyon, Napa, St. Helena, Calistoga, and the Town of Yountville who are jointly engaged in the coordination of transportation planning, programs and systems. The NVTA-Tax Authority is the agency that oversees the development and implementation of the Transportation Sales Tax Expenditure Plan passed by voters in June of 2006.

### **CLASS CHARACTERISTICS**

The Executive Director serves at the pleasure and approval of the NVTA Board of Directors. Under policy direction, the incumbent has overall responsibility for all functions and activities of the agency, including the supervision of staff and activities, the management of personnel and budgets, the development of programs, and the formulation of operational procedures leading to the implementation of an efficient agency. Work requires a high level of initiative, judgment, and discretion, as well as the ability to make independent decisions and negotiate/mediate between different entities regarding the various interests and concerns of each of the NVTA jurisdictions.

This classification is distinguished from other classifications by its comprehensive responsibility for carrying out the mission of the NVTA and serving as the chief executive officer of the agency.

### **SUPERVISION RECEIVED AND EXERCISED**

Policy direction is received from the NVTA Board of Directors.

The incumbent directly and indirectly supervises subordinate staff, including management, supervisory, professional, technical, clerical, and other employees.

### **ESSENTIAL FUNCTIONS:**

*Duties may include, but are not limited to, the following:*

1. Plans, organizes, directs, staffs, and controls the operations of the Napa Valley Transportation Authority (NVTA).

2. Reviews the organizational structure, organizational issues, and operational methods for maximum efficiency and effectiveness; develops, presents and implements policies; establishes procedures to ensure effective and efficient operations; develops and plans new or revised programs consistent with effective administration and community needs; evaluates and allocates personnel and other resources needed to reach program objectives; and ensures organizational compliance with appropriate laws, rules and regulations.
3. Oversees and directs the administration of County transit services.
4. Oversees and directs strategic transportation planning efforts including the preparation of the Transportation Plan and other planning efforts, directions, goals, and objectives related to County transportation needs.
5. Represents the NVTA on transportation matters before boards, commissions, the Metropolitan Transportation Commission (MTC), the California Department of Transportation (Caltrans), the Bay Area Air Quality Management District (BAAQMD), and other agencies and the public; serves as a liaison to various county, city, and town staff, as well as state and Federal agencies; negotiates/mediates between the different entities on the various interests and concerns of each of the NVTA jurisdictions.
6. Assumes responsibility for a variety of personnel actions including the selection, promotion, performance evaluation, discipline, and dismissal of staff; staffs the NVTA and any advisory committees or subcommittees.
7. Oversees and directs NVTA financial activities, including the establishment and administration of the budget; oversees the management of various funds including State and Federal grant programs.
8. May act as the project manager for the most complex NVTA transportation planning efforts.
9. Oversees and directs the preparation and execution of transportation sales tax measures for future ballots.
10. Performs related duties as assigned.

### **QUALIFICATIONS GUIDELINES:**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Education:** Graduation from an accredited four year college or university with major course work in planning, civil engineering, public administration, business administration, or closely related fields. Coursework related to transportation planning, urban planning, transportation engineering, public policy, and/or environmental studies is also desirable.

Experience: Ten years of progressively responsible professional with minimum four years executive-level experience in urban or transportation planning, programming, administration, operations and/or finance with a private or public entity, including at least five years in a program or organizational management capacity and at least two years in a supervisory capacity.

## **REQUIRED KNOWLEDGE AND ABILITIES**

### *Knowledge of:*

- Principles and practices of public administration with an emphasis on organizational, fiscal, and human resources management.
- Principles and practices of organizational management necessary to plan, organize, direct, staff and control a transportation planning agency and to evaluate the efficiency and effectiveness of programs, administrative policies, and transportation planning activities.
- Principles and practices of transportation planning and project management.
- Principles and techniques of budget preparation and fiscal control.
- Principles and practices of personnel management, supervision, and training.
- Federal, State, and local regulations pertaining to transportation issues.
- Legislative developments affecting transportation programs and funding at the federal, state, regional and local levels.

### *Ability to:*

- Plan, organize, direct, staff, and control the programs and operations of a joint powers transportation planning agency.
- Competently apply the principles and practices of public administration with an emphasis on organizational, fiscal, and human resources management.
- Work with the NVTA Board to develop consensus on strategic directions, goals, objectives and policies.
- Establish an efficient organization and environment among NVTA staff.
- Work with staff to assess organizational needs and to develop and implement NVTA administrative policies and procedures.
- Effectively prioritize and direct work efforts of NVTA staff.
- Keep abreast of current trends and best practices in the field of transportation planning and apply them to NVTA programs.
- Prepare and monitor an organizational budget.
- Direct the development of funding/grant proposals.
- Analyze situations accurately and take effective action.

- Prepare and present clear and concise correspondence, reports, and recommendations.
- Communicate effectively both verbally and in writing.
- Make presentations to commissions, City Councils, Board of Supervisors, and other public and private groups on behalf of the NVTA.
- Establish and maintain cooperative working relationships with NVTA Board, NVTA staff, other departments and agencies, the private sector, and the public.
- Operate a personal computer with word processing, spreadsheet, and database programs.
- Be a problem solver and leader showing initiative, judgment, discretion and independent decision-making.
- Gain the trust of the Board of Directors of NVTA while keeping the focus of the Board on the Organization's mission and on their policy functions.
- Build an organization that understands the big picture commonalities and that weaves the disparate programs into that big picture.
- Keep seeing the big picture commonality of the program goals, while juggling the demands of the issue of the moment.
- Facilitate groups with common interests but differing positions; build partnerships and collaborative relationships with other city and county leaders, community stakeholders, and the public.
- Think quickly on one's feet in public and to stay focused on organizational goals without becoming personally involved in the "right way" of achieving the goals.

### **PHYSICAL DEMANDS**

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects; operate keyboards, tools, or controls; and make condition assessments. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to lift 20 pounds, and handle office equipment.

### **REQUIRED LICENSES OR CERTIFICATES:**

Possession of a valid California driver's license is required.