TRIMET

GENERAL MANAGER

SUMMARY

As the chief executive officer reporting to the Board of Directors (Board), the General Manager has the full authority for conducting the administration and operation of the Tri-County Metropolitan Transportation District of Oregon (District), as authorized by Oregon Revised Statutes, Chapter 267.140. The General Manager has both internal and external facing responsibilities, which include the customer experience, system development, relations with community partners, business strategy, and strategic financial planning. The General Manager sets and leads the strategic direction of the District and collaborates closely with the executive team to operationalize that strategy. The General Manager ensures a commitment to safety through effective leadership, role modeling, and implementing practices that demonstrate safety is a fundamental value in all aspects of the District operations.

STATUTORY AUTHORITIES

The District's General Manager shall:

1. Have full charge of the acquisition, construction, maintenance and operation of the District's public transit system.
2. Have full charge of the administration of the business affairs of the District.
3. Enforce all ordinances adopted by the Board.
4. Administer the personnel system adopted by the Board and, except for officers appointed by the Board, appoint, discipline or remove all officers and employees subject to ORS 267.010 to 267.390 and the rules of the Board.
5. Prepare and submit to the Board within 30 days after the end of each fiscal year a complete report of the finances and administrative activities of the District for that preceding fiscal year.
6. Keep the Board advised as to the needs of the District.
7. Prepare all plans and specifications for acquisition of equipment or construction of improvements or facilities for the District.
8. Ensure installation and maintenance of a system of auditing and accounting that shows completely and at all times the financial condition of the District.
9. Devote the entire working time of the general manager to the business of the District.

This job description was approved by the TriMet Board in 2017 and used during our most recent General Manager recruitment in 2017-2018.

10. Direct the preparation of the Board meeting agenda. Attend the meetings of the Board unless prevented from doing so by absence or disability. The General Manager may participate in Board deliberations, but has no vote.

11. Perform such other duties as the Board requires by resolution.

ESSENTIAL FUNCTIONS

1. Provide executive leadership in developing strategic and operational plans and obtaining support for business initiatives from the Board. Leverage efficiencies and ensure alignment of human resources and infrastructure for financial sustainability. Direct, through strong leadership and collaboration with executive team, all activities associated with the operation of TriMet throughout the District. Ensure effective team performance throughout the District and establish a positive and engaged organizational culture in support of the District's mission, vision and values.

2. Oversee the development, implementation and updating of the District's business plan.

3. Ensure prudent use of the District's financial resources. Provide executive oversight in planning and budgeting and ensure effective and secure internal controls are in place, including technology systems to support them. Bring forward recommendations to the Board regarding the same.

4. Ensure a safe and secure operating environment for customers, employees and the public. Communicate safety expectations and maintain accountability for the safety performance of the District. Engage the workforce in incorporating a culture of safety.

5. Oversee the development and implementation of strategies and initiatives that promote ridership trust in a safe and high quality level of service.

6. Ensure implementation and enforcement of all ordinances adopted by the Board. Work closely with legal counsel in matters requiring interpretation or application of law.

7. Provide executive leadership in working with various stakeholders including riders; the business community; local, county, state and federal governments; and other public transit Districts. Solicit the perspectives of stakeholders in carrying out business and operating decisions. Develop public support for the District's growth initiatives through outreach activities. Provide transparency and insight into the District's implementation of programs, policies and services to inform and strengthen the communities served.

8. Develop and maintain positive working relationships with members of the Board in order to identify promote and implement policies, goals and programs to meet established and forecasted community and District needs. Keep the Board advised of trends in the transportation industry that impact upon current and future operations. Present regular reports concerning these matters, including a year-end written report as required by

statute.

9. Ensure inclusion and diversity in human resources initiatives so that the District is representative of the communities it serves.

10. Provide executive oversight regarding employee relations, including administration of the District's Equal Employment Opportunity program and Affirmative Action Plan. Oversee the development of objectives for and negotiations of collective bargaining agreements and other labor relations matters.

11. Cultivate and maintain working relationships with elected and appointed officials; local, state and federal agencies; the business community and regulatory oversight agencies to promote and meet regional objectives, including funding, service agreements, and regulatory compliance.

12. Ensure the District's services and programs are consistent with state and regional transportation system plans and capital improvement priorities; ensure the District promotes integration of adopted land use and transportation plans.

13. Provide creative leadership in planning and delivery of transit services with an eye toward incorporating new technologies, fostering economic development and responding to changing demographics.

14. Perform such other duties as the Board requires by resolution.

PREREQUISITES

A Bachelor's Degree is required in disciplines such as business, finance, public administration, or transportation; a graduate degree is preferred. Fifteen years of increasingly responsible managerial experience, including five years in an executive capacity, that demonstrate the required knowledge, skills and abilities. Recent experience in the public or private transportation industry, coupled with highly developed and refined skills in working with local, state and federal government is highly valuable.

Additional management experience in public transit may substitute for up to two years of the general managerial requirement, as well as any equivalent combination of training and experience.

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KNOWLEDGE, SKILLS AND ABILITIES

The successful candidate will have the knowledge, skills and abilities to:

1. Incorporate diversity, equity and inclusion into business principles and practices.
2. Apply principles and practices of management, organization and administration.
3. Maintain a high level of integrity and professionalism at all times.
4. Plan and implement transit services.
5. Apply collective bargaining principles and practices.
6. Apply principles and practices of government finance and accounting.
7. Understand state and federal transportation regulations, policies and funding of major transit projects that utilize private, local, state and federal funds.
8. Communicate effectively orally and in writing to a wide variety of stakeholders, appointed and elected officials and industry peers.
9. Organize resources effectively and efficiently.
10. Delegate authority effectively and resolve problems diplomatically.
11. Make decisions based upon thoughtful analysis, using independent judgment.
12. Make the District more efficient and competitive through the savvy use of technology.
13. Navigate public process and establish and maintain effective working relationships with all employee groups and the public, including those from culturally diverse backgrounds, low income, the elderly, people with disabilities, and/or other vulnerable populations.
14. Work effectively in a highly collaborative environment and to seek, consider and incorporate all informed opinions into planning and strategy development activities. Lead with respect for all, listen well and build and advocate a vision for the organization while cultivating innovation amount staff.

ADA Statement: As applied to the workplace, applicants and employees must be qualified to perform the essential functions of the job with or without reasonable accommodation.

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Essential functions may include required job functions performed infrequently as well as production standards related to the quality and quantity of work. If a person with a disability could meet job qualifications with a reasonable accommodation, TriMet will work with the employee to accommodate the need. If TriMet's accommodation is effective in allowing the employee to perform the essential functions of the job, it need not be the employee's preferred accommodation.

GRADE: 30
REPORT TO: Board of Directors
DIVISION: Office of the General Manager

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