



## EXECUTIVE DIRECTOR

**Reports to:** Board of Directors  
**Status:** Exempt / At Will

### **DESCRIPTION**

The Executive Director serves as chief executive of WSTIP and, in partnership with the Board, is responsible for the success of WSTIP. Together, the Board and Executive Director assure WSTIP's relevance to its membership, the accomplishment of WSTIP's mission and vision, and the accountability of WSTIP to its diverse stakeholders. The Board delegates responsibility for management and day-to-day operations to the Executive Director, and they have the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The Executive Director provides support and constructive comments to the Board as it carries out its governance functions. Direct reports to this position include: Deputy Director, Board Relations, Claims Manager, and Member Services Manager.

### **ESSENTIAL JOB DUTIES**

#### **1. Legal compliance**

- a. Assure the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations.
- b. Fully participate as the lead representative for WSTIP in all state and federal regulatory issues that may impact WSTIP's vision and goals.

#### **2. Mission, policy and planning**

- a. Help the Board determine WSTIP's values, mission, vision, and short- and long-term goals.
- b. Help the Board monitor and evaluate WSTIP's relevancy to the membership, its effectiveness, and its results.
- c. Keep the Board fully informed on the condition of WSTIP and on all the important factors influencing it.
- d. Identify problems and opportunities and address them; bring those which are appropriate to the Board and/or its committees; and facilitate decision making.
- e. Inform the Board and its committees about trends, issues, problems and activities in order to facilitate policy-making.
- f. Recommend policy positions.
- g. Keep informed of developments in public transit services, insurance/risk management and governance, and economic development.

#### **3. Management and administration**

- a. Provide general oversight of all WSTIP activities, manage the day-to-day operations, and assure a smoothly functioning, efficient organization, and effective operations.
- b. Assure program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- c. Assure a work environment that recruits, retains and supports quality staff.



- d. Assure a process for selecting, development and motivating a talent-rich professional staff.
- e. Recommend staffing and financing to the Board of Directors. In accordance with Board action, recruits personnel, negotiates professional contracts, and sees that appropriate salary structures are developed and maintained in a fair, competitive and professional manner.
- f. Specify accountabilities for management personnel and evaluates performance.
- g. Develop and maintain contingency plans to maintain functions of key employees and services providers.
- h. Develop and maintain contingency plan(s) for critical business processes and procedures.

#### **4. Governance**

- a. Help the Board articulate its own role and accountabilities and that of its committees and individual members.
- b. Work with the Board President to enable the Board to fulfill its governance functions and facilitate the optimum performance by the Board, its committees and individual Board members.
- c. With the Board President, focus Board attention on long-range strategic issues.
- d. Manage the governance process to assure timely attention to core issues.
- e. Works with the Board officers and committee chairs to get the best thinking and involvement of each Board member and to stimulate each Board member to give their best.

#### **5. Financing**

- a. Promote programs and services that are produced in a cost-effective manner, employing economy while maintaining a premiere level of quality.
- b. Oversee the fiscal activities of the organization including budgeting, reporting and audit.
- c. Work with Board to ensure financing to support short and long-term goals including risk financing techniques and risk tolerance.
- d. Help guide the Board, its committee(s) and its individual Board members to actively participate in the strategic development process.
- e. Assure the availability of materials to support active member participation.
- f. Assure the development and operation of management systems and reports for quality decision-making.

#### **6. Member relations**

- a. Facilitate the integration of WSTIP into the fabric of the transit community by using effective marketing and communications activities.
- b. Act as an advocate, within the public and private sectors, for issues relevant to WSTIP, its services and members.
- c. Listen to members, volunteers and stakeholders in order to improve services.
- d. Assure membership awareness of WSTIP's response to member's needs.
- e. Serve as chief spokesperson for WSTIP, assuring proper representation of WSTIP to the community.
- f. Initiate, develop, and maintain cooperative relationships with key constituencies and stakeholders.
- g. Work with legislators, regulatory agencies, the Washington State Transit Association and representatives of the not-for-profit sector to promote legislative and regulatory policies that encourage a healthy community and address the issues of WSTIP's vision/goals.



## **7. Risk management**

- a. Assure the timely, legal, and fair resolution of all claims brought against WSTIP, its members, and additional covered parties under coverages provided by or through WSTIP.
- b. Provide cost-effective defense of all litigation brought against WSTIP, its members, and additional covered parties under coverages provided by or through WSTIP.
- c. Create, support, sponsor, and deliver programs and practices designed to reduce WSTIP and Member risk.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

Insurance industry, public insurance pooling, business administration, business finance, risk management, working with Board and Committees, and leading and managing teams.

### **Ability to:**

- Regular out of the area travel with frequent overnight stays.
- Plan and organize work in an efficient, cost effective and results-focused manner.
- Work well under pressure and in high stress situations.
- Quickly switch from one task to another.
- Write clear, concise and accurate reports and correspondence.
- Establish and maintain moderately complex records and reports.
- Communicate effectively, both orally and in writing, including effective presentation skills.
- Establish and maintain effective and cooperative working relationships with members, outside consultants, service providers, vendors and the public.
- Perform work accurately with strict attention to detail.
- Handle multiple projects and priorities within appropriate deadlines.
- Proficiently use various software including Word, Excel, and PowerPoint.
- Analyze statistical and other data and make conclusions.
- Interact favorably with people and work effectively in a team environment.
- Establish and maintain strong and appropriate relationships with Board, committees, staff, stakeholders and members.
- Plan and implement programs that support WSTIP's mission and goals.

### **Experience and Education:**

- A Bachelor's Degree is required (master's in Public Administration preferred) with a minimum of five year's experience in a senior management position.



## **WORKING CONDITIONS/PHYSICAL DEMANDS**

This is a high-stress position with the full responsibility for WSTIP operations. Work is generally performed in a fast-paced office environment with frequent interruptions. Hours may be long and irregular.

Frequent travel required throughout the state to various transit systems and training. Ability to maintain flexible working hours at times, especially when traveling.

**Strength:** Lifting and carrying general office supplies and files; typically weighing less than 25 pounds.

**Manual Dexterity:** Ability to consistently perform moderately difficult manipulative skills such as typing and word processing.

**Mobility:** Ability to climb ladders, stairs, ramps, stoop, kneel, crouch, reach and move around in crawl spaces and areas with low ceilings while making on-site physical risk control inspections. Ability to walk at least ½ mile on variety of surfaces. Ability to sit for extended periods of time.

**Visual Discrimination:** Ability to consistently identify objects and persons at a distance; read fine print on records and forms.

**Hearing:** Ability to consistently distinguish normal sounds with some background noise; multiple sounds in a stimulated environment; and verbal language and tones on the telephone.

**Speech:** Ability to speak clearly and make one-self understood in a one-on-one basis with individuals and in group settings.

## **REASONABLE ACCOMODATIONS**

WSTIP will make reasonable accommodations as required by federal and Washington law.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*