

**Community Transit of Delaware County, Inc.**  
206 Eddystone Avenue, Suite 200  
Eddystone, PA 19022-1594  
www.ctdelco.org

**Position Description**  
**Executive Director/Chief Executive Officer**

**General Function**

The primary responsibility of the Executive Director is to serve as Community Transit of Delaware County's chief executive officer, with direct responsibility for the overall administration of the organization. The duties include all operation decisions, development of plans and programs and federal, state and local liaison activities. The Executive Director is to take all necessary steps and actions to fulfill Community Transit's mission through several major functional areas, including finance and budget, customer service, operations, and regulatory compliance.

**Essential Functions**

- Oversee the overall operation and finances of Community Transit
- Direct the establishment of short and long-term development programs affecting operations and capital improvements
- Maintain liaison with federal, state and local government agencies
- Maintain liaison with other transit and local operating agencies and businesses
- Prepare or coordinate preparation of grant applications at federal, state and local levels
- Represent Community Transit on various boards, committees and professional trade organizations relative to transportation at the local and state levels, including the Pennsylvania Public Transportation Association
- Prepare or supervise the preparation of all bid documents and technical specifications for vehicle purchases, equipment/supply purchases and professional service contracts
- Builds, develops and manages a leadership team capable of carrying out needed operations strategies and improving employee relationships

**Additional Responsibilities**

- Attends Community Transit Board and Committee meetings, providing supporting information on relevant issues.
- Furnishes information, recommendations, etc. requested by Community Transit Board members.
- Promotes coordination among Human Resources to ensure strategic and sustainable hiring practices
- Promotes a positive and cooperative attitude among entire staff for the well-being and success of employees and Community Transit
- Performs other tasks that may be assigned by the Community Transit Board of Directors

**Relationships**

- Interacts with staff members and executive management on a daily basis.
- Serves as an ambassador for Community Transit's mission, vision and culture at all times.
- Maintains relationships with key elected and appointed officials, regulatory agencies and other industry professionals that may prove beneficial to the implementation of Community Transit's mission and vision.

### **Accountabilities**

The Executive Director reports directly to the Community Transit Board of Directors

### **Authority**

Regularly exercises discretion and independent judgment that are consistent with his/her special training, knowledge and experience.

### **Qualifications**

- A bachelor's degree in business, human services or a related field and ten (10) years of progressively responsible executive experience preferably in community/paratransit transportation. Relevant experience may be substituted for education.
- Thorough knowledge of federal, state and local programs and policies related to public transportation.
- Strong experience in working with a non-profit board of directors
- Expertise in program development, strategic planning, marketing, and budgeting combined with a high level of creative talent
- Experience with specialized service/paratransit systems and working knowledge of adherence to Americans with Disabilities Act (ADA) requirements within the transportation industry.
- Ability to work effectively with elected and appointed officials, Community Transit staff and the general public.
- Ability to communicate effectively both orally and in writing.
- Knowledge of legislative, political and regulatory processes.
- Advanced analytical skills and judgment.
- Knowledge and experience using Microsoft Office software (Word, Excel, PowerPoint and Outlook).

*Community Transit of Delaware County, Inc. is an Equal Opportunity/Affirmative Action Employer.*