



# Pierce Transit Executive Director of Planning and Community Development *Recruitment Announcement*



## ABOUT PIERCE TRANSIT

Pierce Transit was founded in 1979 when local voters approved a 0.3% sales tax to fund public transportation. Since then, the Agency has grown to become the second largest transit Agency in Washington State. The Agency serves 292 square miles of urban and rural Pierce County, providing local and express bus service, specialized SHUTTLE transportation for people with disabilities, and ridesharing services including a large vanpool fleet.

The Agency provides a vital link in the regional transportation system. Pierce Transit partners with Sound Transit to provide regional transportation services from King County through Thurston County.

Pierce Transit serves the following jurisdictions within Pierce County: Auburn, Edgewood, Fife, Fircrest, Gig Harbor, Lakewood, Milton, Pacific, Puyallup, Ruston, Steilacoom, Tacoma, University Place and portions of unincorporated Pierce County.

Pierce Transit is governed by a nine-member Board of Commissioners. The Board is currently made up of elected officials representing Pierce County, Tacoma, Lakewood, Puyallup, University Place and the smaller cities and towns in Pierce County.



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## ABOUT THE POSITION

The Executive Director of Planning and Community Development reports to the Chief Executive Officer and participates as a member of the Executive Team in the overall administration of the Agency. The Executive Director provides leadership and direction to the Community Relations, Engagement and Community Development and Transit Development departments. The division of 28 employees includes government relations; transit service development; service planning; marketing; market research; and business relations. The annual budget for the division is \$6 million.

### **Additional responsibilities of the Executive Director include the following:**

- Develops and evaluates a comprehensive planning and scheduling program that strengthens the Agency's image both locally and regionally and is consistent with the Agency's strategic plan; provides a framework for decision-making that supports and promotes the Agency's mission. Coordinates all transit and service planning throughout Pierce Transit's service area and ensures comprehensive plans are consistent at all times.
- Works with cities and counties to develop and expand our service delivery system to connect smaller rural communities to larger metropolitan areas.
- Uses current industry knowledge and contacts to form effective partnerships, foster collaboration efforts and further public and private ventures such as Transit Oriented Development opportunities.
- Oversees and sets effective strategies for new market identification and for gathering, interpreting and developing strategy based on relevant market research and customer data. Implements responsive customer relationship management systems and processes that support Pierce Transit's strategic goals.
- Prepares annual division budget; monitors and approves expenditures in accordance with Agency policy and principles of sound and ethical fiscal management in a public environment.
- Selects, develops, sets performance standards, evaluates the performance of direct reports, and actively participates in human resources decision-making within the division.
- Attends, chairs and conducts a variety of meetings within the Agency and in the community; serves on committees and task forces; represents the Agency at local and regional meetings; makes oral presentations at meetings, conferences and other events.





## THE IDEAL CANDIDATE

Pierce Transit is seeking a talented and unifying leader to bring innovative ideas and management to the Agency, and translate big picture transit vision and goals into realistic plans. Candidates should have a proven record of success as a senior leader of a planning and development division in a large transit Agency. The overarching core competencies of this position are:

## CORE-COMPETENCIES

### Leadership:

- *Inspiring and Courageous Leadership:* Ability to inspire, persuade, engage, speak straightforwardly about complex transit issues, make tough decisions and take difficult actions. Display balanced thinking that combines analysis, wisdom, experience and perspective. Produce data-driven decisions that withstand the “test of time.”
- *Creativity and Innovation:* Ability to generate new, innovative and visionary approaches to transit systems that are effective and responsive. Brings a perspective on emerging and leading transit trends and best practices.
- *Build a Talented, Effective Staff Team:* Hire, mentor, develop, retain, and manage a diverse staff. Assemble and reinforce a cohesive, dedicated, highly effective inter-disciplinary team. Ability to lead team through change processes.
- *Business and Management Acumen:* Ability to manage human, financial and information resources strategically. Brings innovative approaches and solutions, including grant sources and public/private partnerships, to transit funding challenges. Streamline and remove processes that do not bring value. Measure success based on results. Set high standards of performance, using accountability measures and benchmarks to track progress.

### Constituent Relations and Collaboration:

- *Partnering:* Builds alliances and collaborates across boundaries to build strategic relationships. Brings diverse leaders together to discuss and resolve regional transportation issues. Inspires action without relying solely on authority. Good listener. Perceives the complexity of situations quickly.
- *Drive External Communications and Relationships:* Develop and nurture mission-critical relationships with community groups, advisory groups and the public. Demonstrated knowledge of new technology options and techniques for increasing Pierce Transit’s effectiveness in public involvement and in gathering, analyzing and interpreting market research and customer relationship data.
- *Cultural Competency:* Focus on racial equity in ways that enable effective working relationships in diverse communities and cross-cultural situations. Creates transit solutions for traditionally underserved communities.

### Values:

- *High level of integrity, ethics, transparency and responsiveness.*
- *Commitment to the Environment:* Dedicated to creating a sustainable transit system that focuses on prevention, mitigation and adaptation.
- *Commitment to Safety:* Dedication to a transit system that is safe, efficient and accessible to all ages and abilities.





## DESIRABLE QUALIFICATIONS

A bachelor's degree with at least seven years experience in a senior leadership role within a publicly accountable transportation organization that involves leading a diverse staff and management of significant funds. An advanced degree is a plus.



## APPLICATION PROCESS

Persons interested in this position must submit a cover letter, salary history and a current resume.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. The position will remain open until filled; however the screening process will move quickly. **Please submit your application materials as soon as possible but no later than October 20, 2017 to [www.karrasconsulting.net](http://www.karrasconsulting.net).** The annual hiring range for the position is \$123K-\$150K. The salary offered will depend on experience and qualifications. Pierce Transit offers a generous benefit package including medical/dental, retirement, life and disability insurance, paid holidays, vacation and sick leave and optional deferred compensation.

Pierce Transit is an equal opportunity employer, values workplace diversity and seeks to create an environment and culture that embraces employee differences. All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.



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