



CHIEF PLANNING AND DEVELOPMENT OFFICER

Recruitment Announcement

About Spokane Transit

Organized in 1980 and launching service in 1981, the Spokane Transit Authority (STA) is a municipal corporation that provides public transportation services, including fixed route, Rideshare, and Paratransit services to areas within the Spokane County Public Transportation Benefit Area (PTBA). The PTBA comprises the cities of Airway Heights, Cheney, Liberty Lake, Medical Lake, Millwood, Spokane and Spokane Valley, as well as portions of unincorporated Spokane County.

The Spokane PTBA encompasses an area of approximately 248 square miles and includes approximately 475,000 residents, nearly 85% of the total population of Spokane County. Spokane Transit provides safe, accessible, convenient, and efficient public transportation services to the region's neighborhoods, businesses, and activity centers.

VISION

Connecting everyone
to opportunity.

MISSION

We provide safe, inclusive, convenient, and efficient public transportation services to Spokane area communities. We are leaders in transportation and a valued partner in the region's social fabric, economic infrastructure, and quality of life.

STRATEGIC GOALS

- Elevate the customer experience
- Lead and collaborate with community partners to enhance the quality of life in our region
- Strengthen our capacity to anticipate and respond to the demands of our region



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About the Position

The Chief Planning and Development Officer reports to the CEO, is a key member of the executive leadership team and provides leadership and direction to a team of 25 employees responsible for community development, capital development, planning and grants, infrastructure development and service development.



Key responsibilities include:

- Lead long-range planning for STA's current and future operating modes and supporting infrastructure to deliver the agency's mission and its vision to connect everyone to opportunity.
- Responsible for the development of STA's core plans, including the comprehensive plan, strategic plan, and transit development plan. Participate in the annual preparation of the agency action plan.
- Lead STA's planning and grants, community development, service development, and capital development activities to ensure STA is strategically positioned to deliver innovative, cost-effective public transportation.
- Lead capital delivery strategy, assuring public works projects advance STA's mission and are delivered on time and within budget.
- Lead grant strategy, to maximize funding opportunities, ensuring STA can deliver on grant commitments while maximizing value to the community.
- Lead real estate strategy, assuring STA's real estate assets deliver on STA's mission to provide public transportation, while pursuing and securing new acquisitions to ensure continued positive momentum.
- Lead service delivery strategy, advancing a system that delivers robust value to the riders, is consistent with STA's comprehensive planning policies and principles of transit system design.
- Ensure continual improvement in the quality, quantity and durability of STA's passenger facilities and amenities.

- Ensure STA plans and programs address the needs of disadvantaged populations, many of whom may rely primarily rely on STA for transportation.
- Working closely with the Chief Financial Officer, assure the six-year capital improvement program aligns with strategic direction, funding availability and achievable delivery timelines.
- Working closely with the Chief Operations Officer, assure the Facilities Master Plan is integrated into capital programs.
- Advance the overall evaluation of and recommendations for the improvement of all STA transit operations, services and facilities.
- Work closely with other divisions of the agency to ensure plans, projects, and funding opportunities are integrated into accountable workflows to deliver on commitments in a collaborative and successful manner.
- Participate in regional, interlocal and state planning projects and programs, including interagency cooperative grants and processes required to meet mandated and legislated programs.
- Work with the local development community to ensure transit inclusion within the development process and coordinate private sector improvements, which support public transportation.
- Engage and communicate with community leaders, stakeholders, taxpayers, riders, and peer agencies the roles, functions and technical requirements for transit in the regional economy, social fabric, and built environment to assure continued advancement of plans and strategies.
- Ensure consulting services across the array of programs and activities in Planning and Development are providing cost effective services.
- Ensure accurate grant administration and compliance with applicable federal and state requirements through the life of each grant agreement.
- Ensure reporting to the National Transit Database is timely, accurate and is completed with established policies and procedures.
- Sets appropriate benchmarks, goals and key performance indicators. Monitors and reports performance. Ensures compliance with policies and procedures.
- Participate as an active member of STA's Executive Team, taking on assignments that may arise to promote organizational development, strategic alignment and key initiatives and providing timely input and insight to promote the betterment of STA.
- Under CEO direction, respectfully engage with STA Board members respectfully, providing accurate information in a timely fashion.



The Ideal Candidate

Spokane 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, ideally leading a planning and development division in a transit agency. *The overarching core competencies of this position are:*

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 planning 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.

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 from an accredited college or university in Urban Planning, Transportation Science, Business or Public Administration, Engineering or a related field, and seven years of experience working in progressively more responsible positions that include supervisory experience and planning/grant related work. An advanced degree and service in a senior management level, transit planning department leadership capacity is a plus.



APPLICATION PROCESS

Persons interested in this job must submit a cover letter and current resume by visiting www.karrasconsulting.net and clicking on “view open positions.” Resumes should indicate the size of staff and budgets managed.

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. In order to be considered for the first round of interviews please submit your application materials as soon as possible but no later than October 24, 2025.

Compensation

Spokane Transit is committed to internal and market equity. The salary range for this position is \$144K - \$193K annually. Salary is determined based on internal and market equity, internal and market data/salary ranges, and the applicant’s job-related knowledge, skills, and experience.

Spokane Transit prides itself on a very robust benefits program that reflects care for employees. This includes generous medical, dental, vision, and life insurance benefits; public pension; and voluntary deferred compensation.

Spokane Transit is an equal opportunity employer. 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.

