



Job Description

EXECUTIVE DIRECTOR

Position Code: A_E17

Salary Grade: A_S9

SUMMARY

Leads and directs the agency, establishes objectives, strategic plans, and policies subject to approval of the Board of Directors and be directly accountable to the Board. Represents agency's interests with government officials and agencies, financial communities, and the public. Direct operations of the Anaheim Transportation Network and manage all functions defined by the Board of the Directors. Oversee all aspects of administration and operations of the Anaheim Resort Transportation programs and services.

REPRESENTATIVE DUTIES

This list is intended to indicate the general nature and level of work performed by employees within this classification and is not designed to be interpreted as an exhaustive listing of all tasks required of employees assigned to this job.

1. Directs all operations of the Anaheim Transportation Network organization.
2. Develops policy for Board of Directors consideration and approval.
3. Directs agency's strategic vision and work program.
4. Negotiates, executes, and administers all contracts.
5. Manages all financial accountability and reporting functions.
6. Manages all legal and compliance issues of the organization, coordinating with legal counsel, as appropriate.
7. Develops and oversees implementation of programs and service expansion.
8. Coordinates with appropriate agencies vision and strategies.
9. Leads, supervises, hires, coaches, and counsels ANT staff and contractors.
10. Directs advertising and marketing functions.
11. Prepares annual budget and provides forecasts, as appropriate.
12. Maintains all aspects of workplace organization.
13. Performs other tasks or projects as assigned by the Board.
14. Develops Board staff reports and conducts presentations to the Board and various internal and external target audiences.
15. Conducts performance reviews with direct reports, as well as provide regular coaching, feedback, and guidance.



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QUALIFICATION GUIDE

Knowledge of:

- Principles and techniques of organizational management and business leadership
- Budgeting and financial planning for a large organization
- Principles, techniques, and processes of local, regional, state, and federal government
- Multimodal transit systems and transportation planning.

Ability to:

- Plan, organize, and manage a large organization
- Communicate clearly and persuasively with appointed and elected government officials, business and community organizations, interest groups, customers, and members of the general public
- Direct complex programs
- Formulate short- and long-term plans, policies, and procedures and develop strategic plans to support overall agency goals
- Monitor the achievement of agency goals and objectives
- Develop and manage budgets
- Select, motivate, evaluate, and direct key executives
- Collaborate with constituency, government officials, boards, and agencies

EDUCATION AND EXPERIENCE

Master's Degree or equivalent, or 8-12 years of related experience. Any combination of education and experience equivalent to a master's degree in business or related area and a minimum of approximately eight years management experience, which includes a minimum of five years at the executive level.

WORKING CONDITIONS/PHYSICAL ACTIVITIES

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. ATN provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Positions in this class typically require:

- Work may be performed in a stressful, fast-paced office environment, depending upon assignment.
- Requires ability to understand verbal communication and to respond effectively.
- Positions in this class typically require: Reaching, Fingering, Grasping, Feeling, Talking, Hearing, Seeing, and Repetitive Motions in computer use.



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SPECIAL REQUIREMENTS & CERTIFICATIONS

Valid California Driver License. Pre-employment drug screening and background check is required.
ATN is an equal opportunity & affirmative action employer.