

## **Gunnison Valley RTA Executive Director: Responsibilities Overview**

The Executive Director of the Gunnison Valley RTA (GVRTA) is responsible for managing, planning, directing, coordinating, and administering day-to-day activities, as well as short- and long-term objectives. The role requires forward-thinking, visionary leadership to continuously improve RTA services. Collaboration with the Board of Directors, Air Service Manager, Bus Operations Manager, and Marketing and Communications Manager is essential to implement Board policies and decisions.

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### **Requirements**

- **Leadership:** Forward-thinking approach to improve RTA services.
- **Financial Management:** Develop, write, and manage federal and state grants. Ensure compliance with regulations to maintain funding.
- **Operational Oversight:** Supervise contractors, manage budgets, oversee financial transactions, capital projects, and procurement.
- **Communication:** Engage effectively with stakeholders, the public, officials, and contractors.
- **Technical Skills:** Proficiency in budget management, contract negotiation, grant writing, software tools, and regulatory compliance.
- **Self-Sufficiency:** Provide own vehicle, office space, and equipment.

### **Broad Responsibilities**

1. **Financial Management:**
  - Develop and oversee budgets.
  - Monitor financial transactions and create financial reports.
  - Manage audits and ensure compliance with regulations.
  - Oversee grant applications and reporting.
2. **Policy Implementation:**
  - Work with the Board Chair to prepare meeting agendas and materials.
  - Implement Board directives.
  - Ensure RTA policies and plans are current and compliant.
3. **Operational Leadership:**
  - Direct and coordinate day-to-day activities and operations.
  - Supervise managers to ensure timely and high-quality outcomes.
  - Negotiate contracts and oversee execution.
4. **Communication:**
  - Act as the primary contact for stakeholders, public inquiries, and media.
  - Represent GVRTA at community and professional meetings.
  - Maintain relationships with local, state, and federal partners.

### **Detailed Responsibilities**

#### **General Tasks**

- Collaborate with municipalities, counties, and the state for transit system management.
- Manage senior transportation programs with GVH and Mt. Express.
- Guide negotiations with airlines and bus service providers.
- Respond to public and law enforcement inquiries.
- Present RTA goals and policies to the public.

### **Administrative Duties**

- Create and update operational reports.
- Draft RFPs for purchases and services.
- Maintain organized and secure RTA records.
- Ensure insurance policies are current and adequate.
- Manage relationships with contractors and partners.

### **Communication Responsibilities**

- Regularly communicate with:
  - Board members, managers, and contractors.
  - Federal and state representatives (CDOT, FTA, etc.).
  - News media and the general public.
- Maintain and update transit schedules on platforms like Google Transit and Swiftly App.

### **Contract Management**

- Draft and review contracts with legal counsel.
- Oversee contracts with CDOT, SCASDP, senior transportation services, and others.
- Ensure compliance with all contractual obligations.

### **Financial Oversight**

- Prepare annual and five-year budgets.
- Audit invoices and monitor monthly financial statements.
- Ensure timely reimbursement requests and proper recording of revenues.
- Submit required financial and performance reports.

### **Grant Management**

- Write and manage grant applications for federal and state funding.
- Ensure compliance with CDOT and FTA requirements.
- Submit monthly and quarterly reports.
- Research new grant opportunities.

### **Meeting Preparation**

- Create and distribute Board meeting agendas and packets.
- Represent GVRTA at conferences and regional planning sessions.

- Participate in Air Command, Board, and community meetings.

### **Planning and Policy Development**

- Develop and maintain RTA plans, including:
  - Title VI Plan, LEP Plan, Substance Abuse Policy.
  - Fleet Management and Maintenance Plan.
- Coordinate air and ground planning efforts.
- Work with the Board on long-term strategies.

### **Regulatory and Legal Compliance**

- Ensure ADA compliance and adherence to federal/state regulations.
- Manage data retention and respond to public records requests.
- File reports for DBE, NTD, and Drug/Alcohol Management.

### **Key Policies and Plans**

- **Core Policies:**
  - 2008-02 Antidiscrimination Policy.
  - 2018-11 Reasonable Modification Policy.
  - 2024-05 Title VI Plan.
- **Strategic Plans:**
  - 2016-01 Transit and Senior Mobility Plan.
  - 2017-10 Air Service Strategic Plan.
- **Operational Guidelines:**
  - 2017-05 Communications Plan.
  - 2023-11 Transit Policies and Procedures.

### **Essential Skills and Attributes**

- **Analytical:** Strong budgeting and financial skills.
- **Interpersonal:** Excellent communication with diverse groups.
- **Technical:** Proficiency in document and accounting software.
- **Regulatory Knowledge:** Understanding of ADA, DBE, and other compliance requirements.
- **Independent:** Ability to self-motivate and manage resources effectively.

In summary, the Executive Director serves as the pivotal leader ensuring the operational, financial, and strategic success of the Gunnison Valley RTA. This multifaceted role requires a balance of technical expertise, effective communication, and visionary leadership to drive forward the mission of delivering safe, reliable, and innovative transit solutions to the Gunnison Valley community.