

Scope of Work

Title: Executive Director, Gunnison Valley Transportation Authority

Organization: Gunnison Valley Rural Transportation Authority

General Purposes: Plans, directs, coordinates and monitors the activities and operations of the Authority; the duties include general planning of year-round air and ground transportation, working with the Air Service Manager in negotiations with airlines, communications to stakeholders, marketing plan coordination, coordination with the airport, budget development, financial projections, strategic planning, revenue/yield management, public relations, contract negotiations and report development.

Essential Duties and Responsibilities:

Plans, directs, coordinates and monitors the air and ground transportation programs developed by the RTA; reviews and recommends contracts, makes recommendations regarding air and ground transportation service.

In conjunction with the Air Service Manager, develops an ongoing year-round air service plan with airlines using available research and input from stakeholders.

Negotiates contracts and letters of credit.

Drafts contracts, bid documents and Request for Proposals.

Presents and communicates to the stakeholders, community and press the air and ground service plan and strategies.

Aids in the development of business alliances with major companies in target market areas.

Develops and writes grants related to air and ground transportation.

Prepares and recommends annual budget, monitors budget and ensures monies received are spent in compliance with expenditures of public funds, grant requirements and funding contracts.

Manages grant programs and submits requests for reimbursement to the granting entities.

Prepares budget forecasts in relationship to contract commitments.

Develops an on-going research program including passenger and economic input from the air service.

Monitors web sites for accuracy regarding air and ground transportation and attempts to rectify any inaccuracies.

Attends RTA Board meetings, develops agenda in conjunction with chairperson, develops Board packets, maintains records of the RTA.

Monitors use of Airline Industry Tickets for RTA purposes including marketing, business travel, trades, and other purposes benefiting the RTA.

Performs other related duties as required