

# Position Specification

## Transportation Services

### Executive Vice President, Administration

#### ***The Company***

Our client is a sub-regional transit agency that was created in 1983 and funded primarily through local sales and use tax within the service area, which consists of 13 cities. They provide bus, light rail, commuter rail, paratransit and vanpool services. Their extensive network of transit operations moves more than 66.75 million riders across a 700-square-mile service area. Approximately 2.1 million customers rode commuter rail in 2016. More than 33.5 million passengers used the local and express bus route service, 29.8 million rode light rail and 1.4 million customers used paratransit and vanpool service.

#### ***The Position***

##### ***Location***

Southwest United States

##### ***Overview***

The Executive Vice President, Administration will direct, oversee, and has ultimate responsibility for the agency's administrative functions, including the activities of strategic planning, human resources, procurement, risk management, information services and marketing/communications.

##### ***Reporting Relationship***

This position reports directly to the president/executive director and is the highest official responsible for administrative functions, which include:

- Overseeing officials in charge of human resources, procurement, risk management, information services and marketing/communications to ensure effective achievement of agency goals.
- Developing and maintaining a working relationship with board members and representing the president with policy-making groups.
- Holding primary responsibility for the integrated planning activities of the executive staff and assisting the board in formulating strategic priorities and goals.

##### ***Responsibilities***

- Directs assigned departments to ensure quality performance, good business practices, regulatory compliance and innovation to best achieve agency goals. Selects, develops, manages and reviews performance of direct reports.
- Guides agency-wide strategic planning and annual goal-setting processes, ensuring alignment with board direction and long-term agency commitments.



- Represents the agency and assigned departments to the board and to culturally, politically, socioeconomically diverse communities.
- Makes policy recommendations to president/executive director and board of directors for approval on a regular basis.
- Interviews, selects, supervises, develops, evaluates, counsels, and if necessary, terminates subordinate personnel in accordance with established policies, procedures, and guidelines.
- Monitors, evaluates and provides recommendations on all aspects of organizational governance and structure.
- Performs other duties as assigned.

### **Travel**

Less than 25%

## **The Candidate**

### **Education**

Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Transportation, or related field. Master's in Public or Business Administration is highly desirable.

### **Professional Qualifications**

- Twelve (12) years progressively responsible general management experience in a private or public environment to include a minimum of eight (8) years directing senior-level staff involved with daily operations and administration.
- Demonstrates a fiduciary obligation to section, division, department and organization in handling information and materials of a confidential nature.
- **Managing Vision and Purpose:** Communicates a compelling, inspiring vision or sense of core purpose that motivates groups and the agency. Optimistic: talks beyond today about possibilities. Creates mileposts and symbols to rally support behind the vision.
- **Strategic Agility:** Sees ahead clearly and anticipates future consequences and trends accurately.
- **Broad knowledge and perspective:** future-oriented. Creates competitive, breakthrough strategies and plans.
- **Political Savvy:** Maneuvers through complex political situations effectively and quietly. Understands how people and organizations function. Anticipates where the land mines are and plans his/her approach accordingly. Views corporate politics as a necessary part of organizational life and adjusts to that reality.
- **Business Acumen:** Knows how businesses work. Knowledgeable in current and possible future policies, practices, trends and information affecting his/her business and organization. Knows the competition. Aware of how strategies and tactics work in the marketplace.
- **Building Effective Teams:** Blends people into teams when needed. Creates strong morale and spirit in his/her team. Shares wins and successes. Fosters open dialogue. Empowers people to do their work. Defines success in terms of the whole team. Creates a feeling of belonging in the team.





## ***Personal Characteristics***

- Strong interpersonal skills and ability to communicate, build relationships and manage effectively at all levels of the agency.
- Excellent problem-solving skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- Strong “platform skills”: the ability to effectively and influentially present and sell ideas to large and small as well as internal and external groups.
- An authentic, approachable individual with high integrity whose personal and professional values are consistent with the company’s vision and culture.
- A confident, well-prepared leader with the courage to advance the agency’s agenda at the senior level. A driver with a bias for action and results.
- A true team player, coach and mentor who is more focused on the success of others than himself/herself. A leader who sets high standards of performance and inspires others to perform at their best. Rigorously builds the team and manages a well-defined succession plan. Provides both positive and constructive feedback to all peers and subordinates and will effectively mentor the next generation of leaders. A collaborative leader who works well with others and can motivate and cooperate across functions.
- Calm under fire and can handle complexity, multiple demands and pace while staying level-headed and professional.
- A collaborative facilitator who develops relationships and loyalty with his/her colleagues across all functions, levels and business lines, serving as an inspirational coach, leader, colleague and culture champion within the agency.
- A leader and team-oriented consensus builder who understands how to achieve buy-in from diverse constituencies.

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**To learn more about this opportunity or provide a confidential referral, please contact:**

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