

Loop Trolley TDD

Position: District Administrator
(Part Time - Estimated at one week per month)

Mission:

Effective executive direction and management of Loop Trolley Transportation Development District. Provide executive direction through the operations firm to provide effective, safe, reliable passenger service. Oversee the development of policies and directives for operation of a rail transit system. Serve as the Chief Officer of the District in all capacities with the public and the press. The position reports to the Board.

Essential Outcomes:

- Safe and cost effective operation of Loop Trolley transit service.
- Establish and monitor controls to evaluate operating performance.
- Plan and use resources effectively and economically. Oversee the preparation of well-conceived budgets; monitors expenditures and work accomplishment.
- Communicate understanding and support of organization goals through actions and spoken and written words; interact effectively with individuals and groups at all levels; establish and maintain ties with external organizations.
- Ensure compliance with all applicable policies, rules, regulations and laws.
- Ensure interaction and appropriate reporting to federal, state and local funding and oversight entities.
- Provide detailed reports to the Board on system performance.
- Serve as primary interface with the Federal Transit Administration.

Knowledge, Skills & Abilities:

- Comprehensive knowledge of transit operations.
- Comprehensive knowledge of management practices and techniques.
- Ability to administer and monitor a complex contract.
- Ability to prepare, justify and administer a budget.
- Ability to communicate effectively orally and in writing; articulate thoughts and conceptualize ideas and plans.

Education: Bachelors Degree in Transportation, Business, Public Administration, Engineering or a related field. Masters degree or other post-graduate education is desirable.

Experience: Ten or more years of progressively responsible management experience.

How To Apply

To apply for this position, please email a cover letter, resume and up to three references to kbarbeau@looptrolleycompany.org, with the subject line "District Administrator"

The Loop Trolley TDD is proud to be an equal opportunity employer. Pre-employment drug screening and background check is required.