



Job Announcement:

Executive Director

Salary: \$70,000 to \$80,000 (Benefits Negotiable)

First application review: May 31, 2022; open until filled

Want an opportunity to take the lead of a small growing rural transit system with huge potential for the future? You could become part of leading this successful system to the next level. A place to use your experience and knowledge to guide SPOT into an even greater vibrant and economic asset for a two county area.

Selkirks – Pend Oreille Transit Authority (SPOT) is seeking an Executive Director to lead this public transportation system in the mountain communities of far northern Idaho.

The opportunity:

Working under the direction of a seven member publicly appointed Board of Directors, the Executive Director directs, plans, organizes and controls the management and operation of a public transportation services in Bonner and Boundary Counties, Idaho, which includes the communities of Sandpoint, Ponderay, Dover, Kootenai and Bonners Ferry.

The Executive Director duties include general day to day management of SPOT, administering the financial affairs of the system, insuring SPOT compliance with state and federal regulations including all required reporting, and serving as the liaison to the key local, regional, state and federal organizations to facilitate planning and funding to advance the system’s future. This position requires outreach to, and interface with, a wide array of stakeholders, elected officials, regional and community leaders, businesses and customers.

The Executive Director reports to an appointed board of directors of seven that govern SPOT and requires the ability to align the organization with the vision, mission, and goals set by the board as well as:

- Oversee daily operations
- Designate job responsibilities for the organization
- Collaborating with the board of directors on relevant issues.
- Attending board and committee meetings and giving regular updates, reports, and presentations on organizational progress.
- Managing the budget development and financial performance of the organization.
- Developing funding strategies and writing grants.
- Soliciting funds and support from private, local, state and federal sources; and reporting on financial and performance indicators.
- Strategic planning and market strategy development that results in increased usage and awareness of services.

- Partnership building with local government entities, community organizations, businesses and the general public is essential.

The Executive Director serves as the organization’s main manager. Additionally, the Executive Director serves as the organization’s spokesperson and must seek to create opportunities for improved transportation facilities, increased administration, and development of regional transportation planning.

The organization:

SPOT is: A cooperative effort of area municipalities to provide convenient, safe and reliable public transportation for residents and visitors to employment, recreation and service destinations.

Our goals as outlined in our Strategic Plan are broken into five areas. They are

- Ridership
- Access and Convenience
- Partnerships
- Stability and Sustainability
- Environmental Stewardship

SPOT is a Joint Powers Authority created by the Cities of Dover, Sandpoint, Ponderay, Kootenai, Bonners Ferry and Boundary County. SPOT is funded by these entities as well as federal transit funds, Area Aging on Aging, and private funding from employers and businesses including Schweitzer Mountain Resort.

SPOT profile:

- 12 buses
- 3 additional buses on order and approved funding for 1 additional new bus
- 16 employees
- An outside contracted bookkeeper.
- Annual ridership of 125,000 passengers
- Annual operating budget of \$986,000 plus capital projects
- 2 fixed routes, para-transit service, demand response service, and intercity service
- A bus shelter/bench program is under way that could have up 8 shelters and 10 benches
- Active grants for transportation planning and technology upgrades

For more information about SPOT visit <https://www.spotbus.org>

The community:

SPOT serves the communities of Sandpoint, Bonners Ferry, Ponderay, Dover and Kootenai. The area is home to Schweitzer Mountain Resort, Lake Pend Oreille and the Selkirks Mountain range. These amenities offer both mountain and lake recreational opportunities including: the Chafe 150 Bicycle Ride, the Scenic Half Marathon, multiple trail and bicycle organizations, sailing organizations, hunting and fishing, and hiking. The Lake Pend Oreille School District in one of the highest rated districts in the state. There is also artistic, cultural and musical opportunities including: The Festival at Sandpoint, Lost in the 50’s Weekend, Pend Oreille Arts Council and weekly musical entertainment offerings. The Historic Panada Theater offers a variety of theatrical productions and entertainment.

The candidate profile:

This position requires:

- Responsible leadership, managerial and administrative experience in a public transportation agency or a related organization.
- Outstanding communication and interpersonal skills, especially adept at navigating politics and connecting to elected officials
- Ability to lead in a team-oriented, customer-focused environment that emphasizes cooperation over hierarchy
- Strategic and long range planning experience, project management capabilities especially for development of transportation assets
- Bachelor's degree (transportation, public or business administration or a closely related field preferred)

Have a passion for public transportation and a desire to be in a rural mountain resort environment are critical.

The ideal candidate would have experience in writing, receiving, and managing federal and state transportation grants; understanding of public transportation; experience working in the public (government) sector and knowledge of relevant rules and regulations, firsthand operational experience in public transportation and a track record of building partnerships, leading a rural or resort transportation agency and public transportation industry knowledge.

How to apply:

In order to be considered for this opportunity, please submit a cover letter stating why you are the right candidate; your resume with qualifications and work history; and four professional references.

To be considered as part of the first review submit your application materials by **May 31, 2022 to: hr@spotbus.org**.

This position is open until filled.

SPOT is an equal opportunity employer and does not discriminate because of race, color, sex, sexual orientation, gender, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

Questions about this opportunity can be sent to hr@spotbus.org.