



Gold Coast Transit District

invites your interest in the position of

General Manager



Recruitment Services Provided By Ralph Andersen & Associates

The Opportunity

The Gold Coast Transit District (GCTD) which is based in Oxnard, California is conducting a national search for an experienced, service-oriented, and innovative transit professional to serve as their next General Manager. This position is the result of an upcoming retirement; a position held by the incumbent for more than 11 years. The ideal candidate will have demonstrated transit management experience and will need vision as he/she leads GCTD to advance public transit service in Western Ventura County.



The District

Gold Coast Transit District provides public fixed-route and paratransit service in the cities of Ojai, Oxnard, Port Hueneme, Ventura and the unincorporated areas of Ventura County. GCTD has been serving the community since 1973 (formerly known as South Coast Area Transit) and is the largest public transportation provider in Ventura County. GCTD's fleet includes 61 buses and 26 paratransit vehicles – majority of which are powered by natural gas supplied by an on-site CNG fueling station. GCTD has 205 employees, most of whom operate or maintain buses. GCTD contracts with MV Transportation for the operation of GO ACCESS (Paratransit).



GCTD is governed by a Board of Directors made up of one elected official representing each of five member jurisdictions listed below:

- ◆ City of Ojai – Chair, Randy Haney,
- ◆ City of Oxnard – Vice Chair, Bryan MacDonald,
- ◆ City of Ventura – Director, Mike Johnson
- ◆ County of Ventura – District 1 Supervisor, Matt LaVere
- ◆ City of Port Hueneme – Director, Richard Rollins

GCTD's General Manager is appointed by, and reports to, the Board of Directors. The General Manager is charged with carrying out the Board's policies and directives and has full charge of the operation of GCTD's services, facilities, and administration of business affairs.

GCTD's Management Team is comprised of a General Manager, Assistant General Manager, Director of Operations and Maintenance, Director of Finance, Director of Planning and Marketing, and Director of Human Resources.

The General Manager is responsible for overseeing a budget with revenues sources of \$30.4 million. The \$30.4 million in total operating revenue will provide \$28.8 million for GCTD operating activities, and \$1.6 million for members' transit requirements. A total of \$9.1 million, Section 5307, 5339 Federal grant funds, and ARPA funds, will carry over into FY 2022-23.

FIXED-ROUTE:

Fleet size: 61 full size buses

Routes and Bus Stops: 20 routes / 700+ bus stops

Service Area: 91 square miles

Hours of Operation: 4am-10pm (varies by route)

Days of Operation: 7 days a week (359 days a year)

Annual Ridership: Approximately 3 million (FY 19/20)

Annual Revenue Miles: 2 million (FY 19/20)

Fare: \$1.50 (\$0.75 for Disabled/Seniors/Vets/MediCal)
Seniors 75+ and Children under 45" are FREE



MISSION:

"GCTD's mission is to provide safe, responsive, convenient, efficient, and environmentally responsible public transportation that serves the diverse needs of our community."

GO ACCESS (PARATRANSIT):

GCTC's GO ACCESS provides reservations-based curb-curb (dial-a-ride) public transportation for ADA disabled persons whose disabilities prevent them from successfully using the fixed-route bus. GO ACCESS services are also available to Seniors 65+.

Fleet Size: 26 (mix of cutaway buses & vans)

Service Area / Hours: same as fixed route

Annual Ridership: Approximately 100k (FY 19/20)

Fare: \$3.00 (one-way)



The Position

The General Manager serves as the top decision-maker for the District. This key position works with staff and the Board to manage all areas of the transit operations. The General Manager plans and implements programs, establishes strong and appropriate relationships with the Board, its committees, staff, partners, and customers. In addition, building relationships with other state and regional agencies is another important aspect of this position.

Key responsibilities and specific duties of the General Manager include:

- ◆ Identifying and pursuing additional funding;
- ◆ Working with local, state, and federal officials/representatives to advocate for supportive legislative programs;
- ◆ Implementing the District's transition to Zero Emissions operations as required by the State;
- ◆ Leading change by creating and communicating strategic vision and goals that align with the mission and values of the organization;
- ◆ Building effective teams; fostering open dialogue and collaboration to engage with staff at all levels regularly; providing an inclusive workplace by valuing diversity; inspiring, motivating, and developing others with meaningful coaching;
- ◆ Facilitating the integration of the District into the fabric of the community using effective marketing and communications activities;
- ◆ Strengthening and fostering new partnerships with the District in ways that meet the community's needs, further the District's mission, and increase the District's relevance;
- ◆ Acting as an advocate within the public and private sectors for issues relevant to the District, its services, and constituencies;
- ◆ Promoting services and processes in a cost-effective manner, maintaining a balance between economic impact and quality output;
- ◆ Conducting and evaluating studies of routes and schedules and recommending changes to increase efficiencies;
- ◆ Assisting with the management of operational and capital funding sources through the FTA, State Transportation Development Act, and other federal and state programs;
- ◆ Effectively negotiating and drafting agreements with other jurisdictions regarding transit service; and
- ◆ Preparing quarterly reports on federal and state funded projects and gathering information for applications for federal, state, and county grants.

The Ideal Candidate

In addition to experience in operating and managing transit systems, the ideal General Manager will have a strong understanding of state and federal regulations relating to a transit system is essential. The ideal candidate will also have:

- ◆ Demonstrated experience organizing and directing transit system program operations;
- ◆ Experience analyzing problems, identifying solutions, and proposing alternatives that improve services and support division goals;
- ◆ The ability to build and maintain positive working relationships with member agencies, co-workers and the public using principles of good customer service;
- ◆ Experience with budget preparation and monitoring of complex programs, including state and federal grant administration;
- ◆ Effectively and efficiently supervise and ensure compliance of large and complex contracts with outside agencies;
- ◆ Communicate clearly and concisely, both orally and in writing; and
- ◆ Work collaboratively with contractors to solve operational problems.



The Qualifications

Any combination equivalent to graduation from an accredited college or university and eight years of progressively responsible management or administrative experience, at least three years of which shall have been directly or indirectly in public transportation. College level training in public transportation planning, public administration, business administration, or related fields shall be considered especially desirable. A Master's degree in Public Administration, Planning, or other related fields would be considered beneficial.

Skills:

- ◆ Possess a commitment to results; be someone who is a customer-focused, goal-driven systems thinker; have the ability to identify relevant information and transform it into individual and organizational knowledge, learning, and action;
- ◆ Be action-oriented and innovative; translate board goals into achievable steps; anticipate and solve problems; seize opportunities; be a self-starting team player;
- ◆ Possess demonstrated experience in integrating and coordinating diverse areas of management; and
- ◆ Have the ability to manage continuity, change, and transition paired with the ability to address impact of attitude and action on the District and its participants.

Ability to:

- ◆ Oversee, supervise, and make final decisions over a 15-acre Maintenance and Operations Facility, including all related activities and employee personnel matters;
- ◆ Prepare applications for and administer state and federal transit subcontracts and grants;
- ◆ Analyze a wide variety of data and prepare appropriate reports;
- ◆ Establish and maintain effective relationships with other local entities, including but not limited to local municipalities, the County of Ventura, and other local transportation agencies; and
- ◆ Maintain a workplace that fosters a positive work environment, strive to improve employee satisfaction, and operate pursuant to an employee performance code based on organizational values.

Compensation and Benefits

The annual salary range for the GM position is \$152,276 to \$213,308 and will be based on qualifications and experience. Longevity pay of 1% additional each 5 years of service. GCTD offers a competitive benefits program, which will include:

- ◆ CalPERS Retirement Plan PEPR 2% @ 62, employer and employee contributions
- ◆ 457 Retirement Plan Deferred Compensation (Employee and Employer contribution amounts negotiable)
- ◆ Paid Vacations
- ◆ 12 Paid Holidays
- ◆ 5 Days Executive Leave
- ◆ Paid Executive Life Insurance equal to annual salary.
- ◆ Cumulative Paid Sick Leave
- ◆ Group Health Insurance, Health, Dental, Vision
- ◆ Longevity Pay
- ◆ EAP (Employee Assistance Program)
- ◆ Reimbursement on Annual Medical Physicals Exams
- ◆ Reimbursement for travel and local business expenses
- ◆ Automobile Allowance
- ◆ Cell phone allowance
- ◆ Tuition Reimbursement



To Apply

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. Interested candidates are encouraged to apply immediately and no later than **Wednesday, December 15, 2021**. Electronic submittals are required to Ralph Andersen & Associates at apply@ralphandersen.com and should include a compelling cover letter and comprehensive resume. Ralph Andersen & Associates will conduct preliminary interviews as applications are received. Only the most highly qualified candidates will be invited for an on-site panel interview. Contact Mr. Fred Wilson at (916) 630-4900 for additional information. Confidential inquiries are welcomed.



GCTD is an equal opportunity employer.

www.gctd.org