

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY
JOB DESCRIPTION**

Job Title:	Chief Executive Officer	Date: May 2019
Department:	Administration	Supersedes: July 2015
Reports to:	Board of Directors	

Summary of Position:

The Chief Executive Officer (CEO) of the Rhode Island Public Transit Authority (RIPTA) is responsible for all operations of RIPTA's quasi-public, independent Authority as established in 1966 and authorized to operate public transit services throughout the State of Rhode Island.

This executive position is responsible for carrying out the Authority's mission to deliver safe, reliable, cost-effective and on-schedule transportation services to the citizens and visitors of State of Rhode Island. Responsibility includes oversight of all operational functions and command of a multi-million dollar budget. The CEO provides successful leadership, direction and executive judgment necessary to carry out these duties and do related work as required. As such, the CEO is responsible to coordinate and execute agreements and understandings with the Board of Directors, the office of the Governor, members of the General Assembly, and other public officials and officers to foster mass transit efficiencies in the State of Rhode Island.

The CEO provides executive direction to approximately 800 full time employees and is responsible for the excellence of the Transit Authority. This includes cultivating and maintaining successful working relationships to act as the key liaison to local and federal agencies, including all governmental and state officials, labor organizations, consumer groups and customers. The CEO directs the strategic planning of the organization of the Authority ensuring that transit facilities, services and programs are recognized to support service delivery using sound fiscal management practices.

The CEO leads the Authority in a professional and knowledgeable manner, exercising clear vision, imagination, technical knowledge, strategic thinking, effective project management, and excellent communication skills.

Illustration of Duties:

The CEO responsibilities include but are not limited to oversight of all operations and programs as follows:

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- Reports to and advises the RIPTA Board of Directors of all transit projects, goals and outcomes impacting the delivery of safe, reliable, cost-effective and on-schedule transportation services to the citizens and visitors of State of Rhode Island;
- Executive oversight of transit operations and related services operating 24/7 to provide mass transit services to 34 of 39 Rhode Island communities;
- Executive oversight of Fixed Route Transportation, Flex Services, Paratransit and RIDE services to Rhode Island communities;
- Executive oversight of approximately 3,159 daily trips on 57 statewide fixed bus routes;
- Executive oversight of the Park n' Ride Service at 32 sites around the State of Rhode Island;
- Executive oversight of the operation running approximately 9.2 million fixed route vehicle miles annually;
- Executive oversight of the operation maintaining a fleet of approximately 209 fixed route buses, 106 paratransit vans and 23 Flex vans;
- Executive oversight of approximately 800 full time employees;
- Establishes and carry's out the corporate mission for all transit programs and resource allocation through effective oversight of a multi-million dollar budget;
- Executive oversight for the development of policies and programs relative to capital equipment and facility needs;
- Responsible to maintain efficient and maximum levels of service in consideration of sound fiscal budget management, three labor agreements and community demands;
- Executive oversight of labor relations and collective bargaining for a 95% unionized workforce represented by three labor bargaining agreements;
- Serves as the executive advisor to the State of Rhode Island on mass transportation issues;
- May perform other related duties to ensure operational efficiencies and excellence.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Basic Knowledge:

Possession of a bachelor's degree in public administration, business administration, or a related field and with experience gained through extensive employment in a highly responsible administrative position overseeing various administrative support services such as personnel management, policy creation,

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administrative and operational enforcement, contract administration and compliance.

Experience:

The applicant must have an extensive employment history in an executive capacity demonstrating successful responsibility for coordinating and integrating a variety of multi-faceted policies, programs and objectives within a large private or governmental setting.

Any combination of education and experience that shall be substantially equivalent to the above will be considered.

Independent Action:

This position works in a fully independent capacity with full latitude for running the organization in a manner conducive to the Authority's goals and mission.

Supervisory Responsibility:

Chief of Strategic Advancement
Chief of Human Resources
Chief of Legal
Chief of Operations
Chief of Security
Executive Administrative Officer