



The Rhode Island Public Transit Authority (RIPTA) is recruiting *internally and externally* for one position of **Executive Director of Planning**. This is a Non-Represented position and is contingent upon budget approval.

Position: Executive Director of Planning

Posting Period: June 16, 2023 through June 30, 2023

Salary: \$94,597.65 to \$118,247.06 Annum (Pay Grade 901)

Union Affiliation: This is a Non-Represented Position

Reports To: Chief Legal Counsel

Summary of Position:

This senior level management position, a key member of the executive team, will serve as the Executive Director of Planning for the Rhode Island Public Transit Authority (RIPTA). This position has broad latitude for the exercise of independent judgment. This position partners the organization in strategic planning and development. Ensures that all departmental activities are in full compliance with all aspects of State and Federal laws and regulations and RIPTA policies.

This position directs and manages all transit and service planning throughout the State of Rhode Island, including strategic/long range planning, service (short-range) planning, real estate/joint development, & community bus services; serves as key advisor to CEO on transit planning & development matters.

Essential Duties and Responsibilities:

- Develops policies and procedures in conjunction with the goals and objectives set by the Authority assuring compliance with established regulations;
- Serves as Authority representative with key officials of local, state and federal governments as well as officials of advocacy groups and private entities assuring that the needs of both parties are met within established parameters;
- Assists the CEO with the planning process assuring that all services are integrated in the most efficient manner with the goal of increasing mobility opportunities;
- Establishes procedures for recording ridership experience, response time performance, expenses by trip type, generating statistical reports for the CEO and Board of Directors;
- Execute and create strategic planning initiatives and tactical plans;
- Monitor ongoing ridership data gathering. Design data storage systems to facilitate access for future planning initiatives;
- Present reports and presentations for CEO, Board of Directors, and Elected Officials regarding transit services;
- Prepare proposals for system adjustments in response to system problems.
- Monitor the UPASS and ECO Pass Programs;
- Design methods for ongoing assessment of service changes;
- Conducts special projects and duties as assigned by the Chief Legal Counsel and/or the CEO;
- Performs other related duties as assigned.

The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.

Qualification Requirements and Selection Process:

- 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;
- Must be highly organized, possess the ability to pay close attention to detail and work with frequent interruptions.
- Demonstrated managerial/leadership skills and problem solving/analytical capability.
- Must have excellent decision-making skills and the ability to effectively communicate both orally and in writing.
- Must possess excellent customer service skills and be competent in Microsoft Office PC applications as well as the ability to quickly adapt to new computer programs as introduced to RIPTA.
- Interested applicants should submit their resume and written request to the Human Resources Department by due date;
- May be required to pass an oral interview and/or written skills assessment;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- Applicant must provide RIPTA a copy of any required licensure and/or certifications needed to perform job functions prior to appointment;
- Applicant must provide RIPTA a copy of degree and/or transcripts from accredited educational institution;
- Applicant will be required to pass a nationwide full criminal background check to be conducted by RIPTA;
- Applicants claiming Military status; should submit a copy of the DD-214 form.

Education:

- Must be a graduate of an accredited college or university with a bachelor's degree in business or public administration, public sector planning, or closely related field.
- A master's degree is preferred.

Experience:

A minimum of ten (10) years Planning and Development experience in a transit setting required; five (5) years of which must have been attained in a senior managerial capacity. Experience in governmental/quasi-public sector preferred.

OR: RIPTA reserves the right to consider any combination of education and experience that shall be substantially equivalent to the above education and experience.

Independent Action:

Performs with little or no direction.

Supervisory Responsibility:

Planning Staff

Interested applicants should visit www.ripta.com/careers to submit their cover letter, resume, certification copies and RIPTA employment application; to the Human Resources Department at 705 Elmwood Avenue, Providence, RI 02907 or via email to jobs@ripta.com no later than Friday, June 30, 2023. Telephone calls regarding application status will not be accepted.

RIPTA is an Equal Opportunity Employer: It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.