

**MOTION:**

**SECOND:**

**RE:                    AUTHORIZATION TO CREATE AND FILL THREE (3) FULL-TIME POSITIONS – CHIEF  
DEVELOPMENT OFFICER, CHIEF FINANCIAL OFFICER, AND GRANTS ADMINSTRATOR**

**ACTION:**

**WHEREAS**, the Potomac and Rappahannock Transportation Commission (PRTC” or “Commission”) approved the Executive Director’s Vision 2020: Post 100-Day Plan (“Plan”) on October 5, 2017, which addresses seven (7) focus areas including a new staffing structure; and

**WHEREAS**, the Executive Director’s Plan identified the need to close technical and performance gaps and to transition to three primary department heads: Executive Director, Chief Development Officer, and Chief Financial Officer to realign internal personnel to better match departments and functionality, which is embodied in the attached Propose Organizational Chart; and

**WHEREAS**, the Executive Director recommends that the Commission authorize the Executive Director to create the following positions: and;

<u>POSITION TITLE</u>	<u>GRADE</u>
Chief Development Officer	FF
Chief Financial Officer	FF
Grants Administrator	S

**WHEREAS**, the Executive Director recommends the Commission authorize the Executive Director and his staff to fill the Chief Development Officer position, which is supported by the current fiscal budget; and

**WHEREAS**, the Executive Director recommends the Commission authorize the Executive Director and his staff to fill the Chief Financial Officer and Grants Administrator positions later in the fiscal year, when budget variances are assured; and

**WHEREAS**, the Executive Director shall follow personnel policy in the process of creating and filling the three (3) proposed full-time positions.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby approve the Proposed Organizational Chart and authorizes the Executive Director to create and fill the following positions in accordance with the aforementioned staffing plan:

<u>POSITION TITLE</u>	<u>GRADE</u>
Chief Development Officer	FF
Chief Financial Officer	FF
Grants Administrator	S

Attachments: Current Organizational Chart  
Proposed Organizational Chart  
Position Descriptions

**Votes:**

**Ayes:**

**Nays:**

**Abstain:**

**Absent from Vote:**


**Alternate Present Not Voting:**

**Absent from Meeting:**



September 5, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD   
Executive Director

SUBJECT: Authorization to Create Three (3) Full-Time Positions – Chief Development Officer, Chief Financial Officer, and Grants Administrator

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Recommendation:

Authorize the Executive Director to create three (3) full-time positions - Chief Development Officer, Chief Financial Officer, and Grants Administrator.

Background:

At the October 5, 2017 Board meeting, the Commission adopted the Vision 2020; Post 100-Day Plan (Plan) which addressed the need to transition to three primary department heads: Executive Director, Chief Development Officer and Chief Financial Officer to realign internal personnel to better match departments and functionality, which is embodied in the attached proposed Organizational Chart.

The proposed staffing structure is the final phase in transitioning to the three (3) primary departments outlined in the adopted Plan. This staffing structure allows us to focus on Strategic Plan elements, organizational leadership, service innovation, and improved local and regional mobility.

The Grants Administrator position, not in the original Plan, will provide the needed support for the ever-increasing number of grant funded projects and reporting requirements.

Per the Personnel Policy, the Executive Director is not authorized to create new positions, even if they are within budget therefore, a Board resolution is required to create the three (3) new full-time positions.

The new positions will follow PRTC's position classification plan as outlined below:

<u>POSITION TITLE</u>	<u>GRADE</u>
Chief Development Officer	FF
Chief Financial Officer	FF
Grants Administrator	S

The Director of Strategic Planning has announced his planned retirement at the end of August 2020. The current budget will support hiring a Chief Development Officer in the next few months. This will provide the necessary overlap to successfully transition duties and responsibilities and provide the necessary leadership and support to allow the Director of Strategic Planning to complete high priority pending projects in a timely manner.

Fiscal Impact:

The current fiscal budget will support the Chief Development Officer salary. The Chief Financial Officer and Grants Administrator positions would be filled later in the fiscal year, when budget variances are assured.

The salary ranges (including benefits) for the new positions are as follows:

Chief Development Officer	\$166,000 - \$275,700	
Chief Financial Officer	\$166,000 - \$275,700	
Grants Administrator	\$ 85,900 - \$142,700	
Federal:	\$0	
State:	\$0	
	Lowest Impact	Highest Impact
Local:	\$417,900	\$694,100
Fredericksburg:	\$ 15,900	\$ 26,400
Manassas:	\$ 11,800	\$ 19,500
Manassas Park:	\$ 9,700	\$ 16,100
Prince William:	\$294,100	\$488,500
Spotsylvania:	\$ 45,100	\$ 75,100
Stafford:	\$ 41,300	\$ 68,500
Total:	\$417,900	\$694,100

Attachments: Current Organizational Chart  
Proposed Organizational Chart  
Position Descriptions

## POSITION DESCRIPTION

POSITION TITLE: **Chief Development Officer**

GRADE: **FF**

REPORTS TO: **Executive Director**

### GENERAL DEFINITION OF WORK:

Under the direct supervision of Executive Director, the Chief Development Officer executes the vision and direction of the Board of Commissioners and Strategic Plan to lead development and growth of new and/or improved transportation solutions for the region. Solutions are targeted to increase transit and multi-modal transportation use as OmniRide shifts from a transit system to a transportation development leader. Emphasis is on ridership growth, targeted transportation expansion and reduction of single vehicle use within the associated corridors. Provides overall management and supervision of department staff to include Planning, Mobility Services and Marketing & Communications.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions of this position include, but are not limited to:

- Responsible for the comprehensive planning, development, and all non-operational implementation of transit services for the OmniRide service area to include: commuter service, local service (fixed and flex), transportation demand management, and ride-match/vanpool programs. May include support of additional transportation modes, such as rail or fast ferry.
- Provides service-related guidance and recommendations to the Executive Director. Will develop and present all departmental-based changes, such as routes, fares, and relevant brand/marketing to the Board of Commissioners as directed.
- Responsible for branding, marketing, and promotional activities to grow ridership and promote alternative transportation utilization. Includes oversight all marketing and informational printed and digital materials, external communications to riders, stakeholders, and community partners.
- Will identify and implement new transit technologies and experiences for customer use (outward facing) and customer support (inward facing) to improve customer knowledge/confidence and improve/increase system rideability.
- Initiates external partner support from outside agencies and businesses to directly or indirectly fund transportation programs.
- Participates as a leader in key stakeholder groups where appropriate, such as Chamber of Commerce committees, regional planning councils, localized planning committees and similar organizations.
- Responsible for developing and reporting key performance indicators to be used in data-driven decision-making for existing, new and revised services. Will oversee comprehensive departmental reporting and all National Transit Database reporting on a monthly, quarterly and annual basis, as required.
- Responsible for comprehensive budget development, strategic plan goals achievement, and monitoring of revenues and expenses to maximize value for funding partners and improve transportation problems within the region.

- Manages all department personnel to include employee hiring and separation, employee evaluations, training and mentoring, and all associated supervisory functions.

#### **Office Skills/Competencies:**

- Knowledge of local and regional geography, demographics, and commuting practices.
- Knowledge of the theory, principles, methods, and practices of transportation/transit services.
- Knowledge of federal, state and local transportation laws, regulations, guidelines and practices.
- Knowledge of business management and budgetary principles as well as policy and procedure development practices.
- Ability to develop and implement strategic plans.
- Ability to supervise professional and clerical staff and act as a positive representative of OmniRide and promote its transit services.
- Ability to communicate, both orally and in writing, in a clear, concise and logical manner, including the ability to communicate effectively before groups including elected officials, and to cooperate with others to promote teamwork.
- Ability to work independently; demonstrate effective organizational and time management skills, be flexible and adaptable to change.
- Possess strong problem-solving and decision-making skills.
- Ability to perform complex analysis.
- Ability to manage projects within budget and timelines.
- Demonstrated proficiency with word processing, spreadsheet and database software. Knowledge of GIS and planning software preferred.
- Must be sensitive to customer needs and be able to establish and maintain effective working relationships.

#### **EDUCATION AND EXPERIENCE:**

Master's degree in business, public administration, transportation, planning or related field with five years of related experience. Suitable experience may be substituted at management's discretion. Requires prior management experience, including personnel and project management.

The statements in this job description are intended to describe the general nature and level of work being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

## POSITION DESCRIPTION

POSITION TITLE: **Chief Financial Officer**

GRADE: **FF**

REPORTS TO: **Executive Director**

### GENERAL DEFINITION OF WORK:

Under the direct supervision of Executive Director, the Chief Financial Officer leads the financial and support functions of the organization to include budgeting, accounting, grants administration, procurements, information technology, and facilities. Oversees department staff, ensures conformance with all relevant regulations, standards and best practices. This position requires the ability to work the flexible hours as directed by the Executive Director.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions of this position include, but are not limited to:

- Develops financial strategies related to operating and capital expenses, as well as, grant match, fuel tax revenues and passenger fare allocation; maintains up-to-date knowledge of eligible grant funding with aggressive strategy for fleet replacement.
- Maintains effective working relationships with state and regional partners on funding streams, projects and capital replacement cycles.
- Manages fuel pricing strategies, including “futures” fuel contract purchases, seeking advice from the Commission’s diesel fuel price risk management consultant, as required. *(from Director position)*
- Oversees cash management and cash flow forecasts; manages banking relationships and investment of funds in accordance with established policies and procedures. *(I’m assuming we have procedures for investing.)*
- Arranges for new debt financing; manages debt program; develops and maintains debt and financial management policies for governing board approval. *(from Director position, consistent with VRE CEO)*
- Prepares financial analyses as required of plans, programs and major contractual arrangements.
- Oversees formulation of Commission budget in cooperation with key staff and is responsible for transmission and explanation of key aspects of revenue and expenses to the Executive Director and Commission.
- Responsible for communication of revenues and expenses with jurisdictional partners, especially fuel tax revenues, and will work to expend funds in accordance with established policy.
- Oversees finance staff to ensure compliance with federal, state and local laws and regulations with regard to accounting procedures, procurement policies and other requirements.
- Responsible for developing fiscal key performance indicators and oversight of all reports on a monthly, quarterly and annual basis.

### Office Skills/Competencies:

- Knowledge of the generally accepted principles and practices of accounting including FASB, GASB, and GAAP.
- Knowledge of applicable federal, state, and local laws, rules, and regulations, including grant requirements.
- Knowledge of business management and governmental budgeting and purchasing principles and best practices.
- Ability to supervise professional and clerical staff and act as a positive representative of OmniRide and promote its transit services and to cooperate with others to promote teamwork.
- Ability to communicate, both orally and in writing, in a clear, concise and logical manner, including the ability to communicate effectively before groups including elected officials.
- Ability to work independently; demonstrate effective time management skills, be flexible and adaptable to change.
- Possess strong problem-solving and decision-making skills.
- Demonstrated proficiency with financial accounting systems, word processing, database and spreadsheet software; knowledgeable of developments in the field of automated accounting and management information systems.

#### **EDUCATION AND EXPERIENCE:**

Bachelor's degree business, economics, public administration or other related field. At least 10 years of progressively-responsible, directly related experience; governmental accounting experience preferred. CPA required. Suitable experience may be substituted at management's discretion, such as a Master's degree in a relevant field can substitute for the CPA licensure. Requires prior management experience, including personnel and project management.

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## **POSITION DESCRIPTION**

**POSITION TITLE: Grants Administrator**

**GRADE: S**

**REPORTS TO: Director of Grants and Project Management**

### **GENERAL DEFINITION OF WORK:**

Under general direction, this position is responsible for administering a full range of grant related administration and compliance activities for the agency. Serves as the agency's representative with Federal, State and local grantor agencies. Manages agency's participation in federal and state grants process, including development, requests, reporting, submittals and closeouts.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions of this position include, but are not limited to:

- Only the ED has the authority to submit federal grant applications and to execute federal and state grants. Prepares grant applications and supporting documentation, submits grant reports and closeouts;
- Assures compliance with grant contract conditions;
- Attend federal and state grantee workshops and training, as required by grantor agencies.
- Ensures Agency's programs comply with grant requirements and cooperative/supportive relationships are maintained with grantor agencies. Monitors conformance by Agency departments with grant requirements.
- Researches and maintains knowledge base on grant opportunities.
- Keeps current grants.gov and SAM certifications, Grant Management Procedures, asset listing in DRPT's TransAM, and six-year capital program in DRPT's OLGA system.
- Supports funding related documentation and project activity for grant funded capital projects. Develops and maintains the agencies annual program of capital projects.
- Ensures that capital projects of both PRTC and VRE are included in the MWCOG Transportation Planning Board's Transportation Improvement Plan (TIP) and Constrained Long Range Plan (CLRP) and the Commonwealth's Statewide Transportation Improvement Plan (STIP).
- Performs other duties of a similar nature or level.

### **OFFICE SKILLS/COMPETENCIES:**

- Knowledge of Federal and state grant procedures.
- Knowledge of Grant-related programs such as Title VI, DBE, Buy America, NEPA, and EEO.
- Knowledge of FTA Circulars for procurement and grant management.
- General knowledge of transit operations and services.
- Able to convey in writing clear description of project activities.
- Able to work cooperatively with diverse staff and regulators.
- Able to communicate clearly with external resource agencies and support staff.
- Able to assemble spreadsheets of data for federal and state reporting.

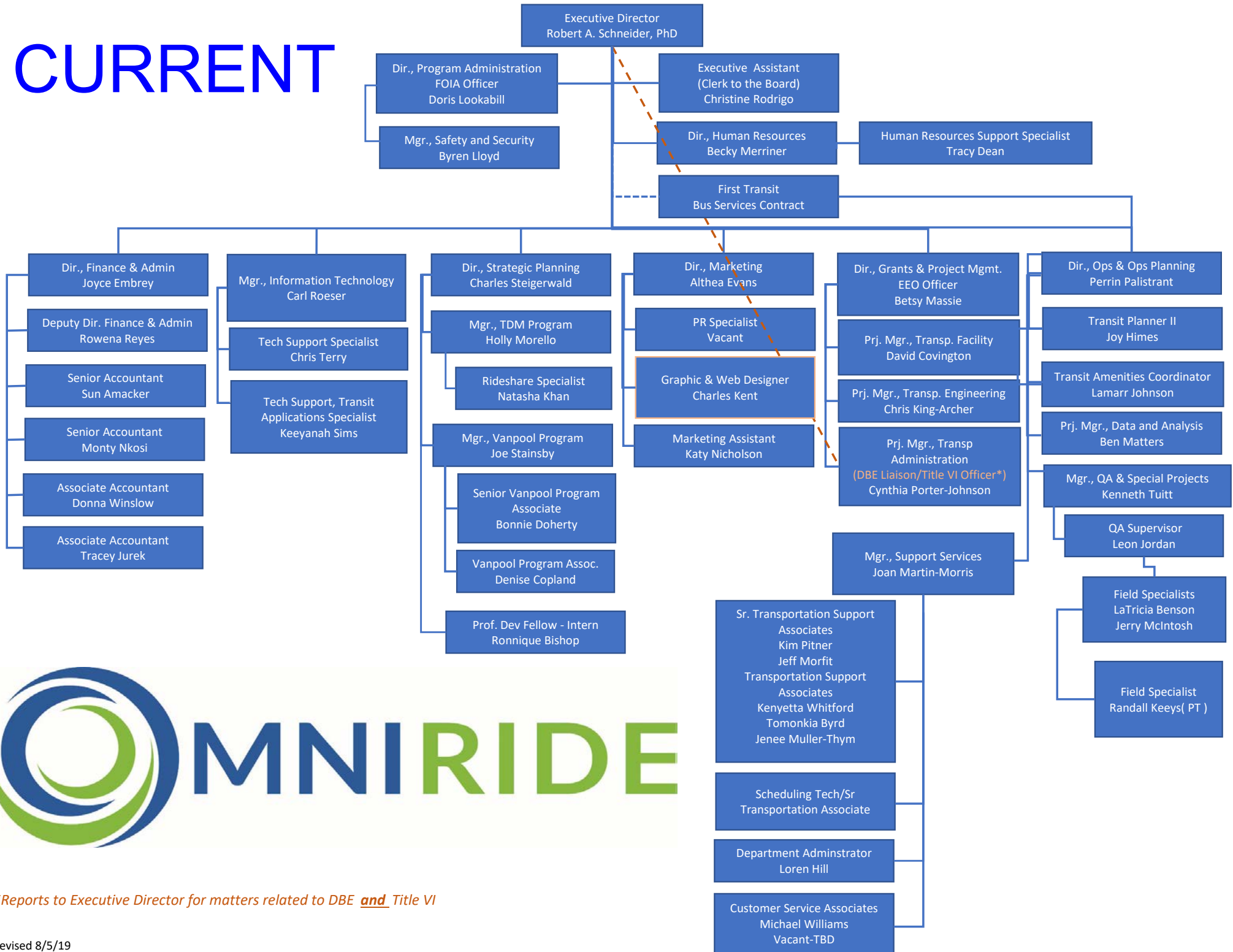
- Able to present information effectively to other agencies, staff, management and board. Ability to create spreadsheets, prepare correspondence and reports.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, elected officials, and the general public sufficient to exchange or convey information and to receive work direction and report issues and concerns.
- Ability to facilitate and coordinate team activities and agency responses.

**EDUCATION AND EXPERIENCE:**

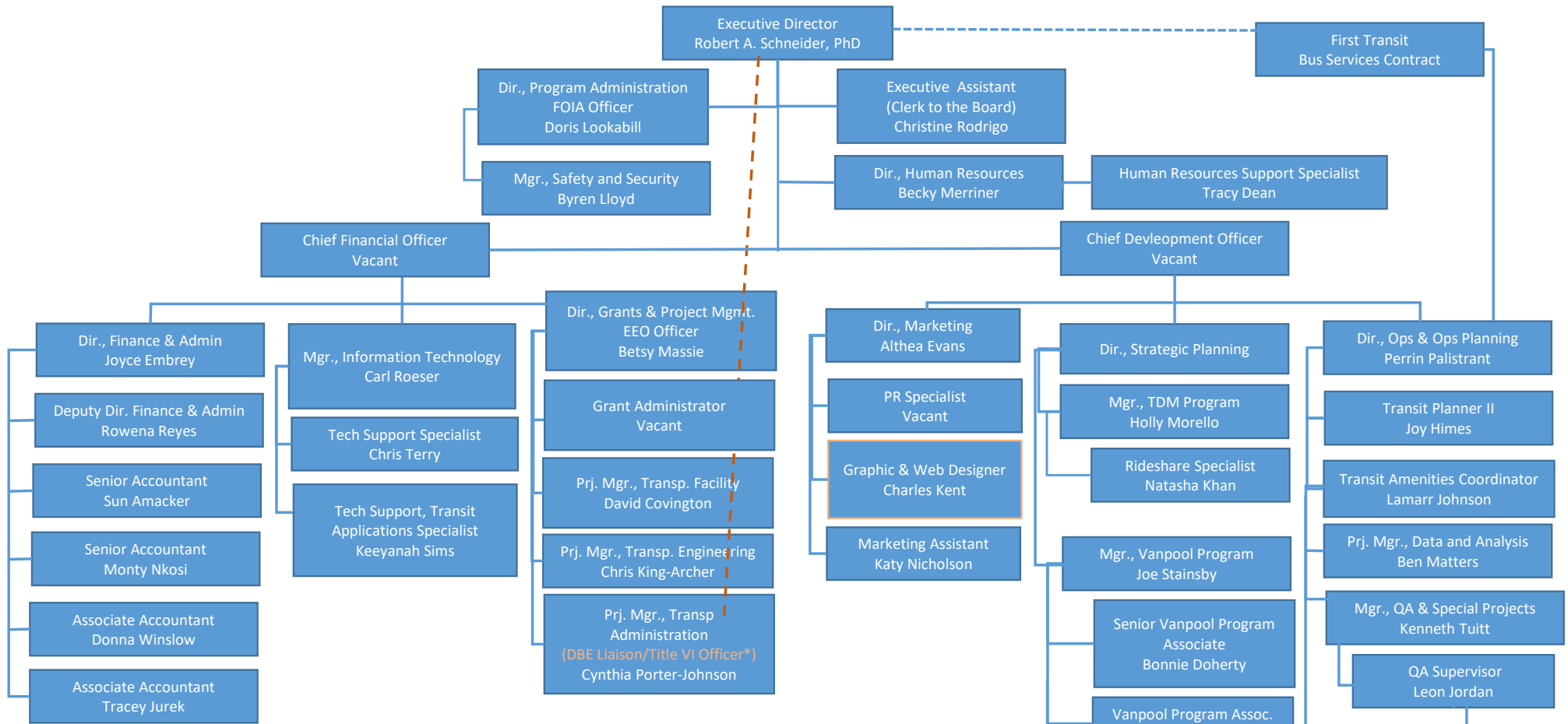
Bachelor's Degree in Public Administration, General Business Administration, Transportation or a related field, and 3 years of related experience in USDOT Grant Program issues, Grants Administration and Project Compliance; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

The statements in this job description are intended to describe the general nature and level of work being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

# CURRENT



\*Reports to Executive Director for matters related to DBE and Title VI



PROPOSED



\*Reports to Executive Director for matters related to DBE and Title VI