

## EXECUTIVE DIRECTOR Central Virginia Transportation Authority

The Central Virginia Transportation Authority (CVTA), a newly created organization that provides funding opportunities for priority transportation investments across the central Virginia region, is seeking a dynamic, highly energetic and entrepreneurial spirited individual to serve as Executive Director. The successful candidate will lead the agency in developing and implementing a strategic plan that ensures regional transportation projects are prioritized and funded appropriately, while preserving regional cooperation and agency partnerships.

The CVTA was established in 2020 by the Virginia General Assembly to administer funding opportunities for priority transportation investments across the central Virginia region. The CVTA footprint, consisting of the Town of Ashland, the City of Richmond, and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan, serves the "Capital" area of the Commonwealth, which is a rapidly growing area of approximately one million residents with a high quality of life and known for its well managed and progressive governments.

The CVTA functions like a board of directors, responsible for general policy and decision making with respect to implementation of regional transportation improvements; additionally, it has fiduciary responsibility for revenue transferred to it by the Commonwealth to include compliance with statutory guidance on CVTA, GRTC and member jurisdictional use of funds. PlanRVA, the planning district commission, is the fiscal agent and administrator for the Richmond Regional Transportation Planning Organization, the region's federally designated Metropolitan Planning Organization (MPO) and serves as a resource for the CVTA through both expert planning advice and administrative staff support to assure alignment with regional transportation planning priorities and effective member government relationship building.

Under the direction of the CVTA, the Executive Director is responsible for the following:

- Serves as principal staff advisor to the CVTA and its members on all matters related to responsibilities and functioning of the CVTA.
- Serves as principal CVTA staff coordinator with jurisdictions and relevant agencies, recognizing that various committee staff leads work directly with counterpart staff members.
- Takes a lead role in drafting a strategic vision and plans for the CVTA, in collaboration with appropriate committees.
- Ensures coordination amongst the various committees and Council of Counsels so that the CVTA receives coordinated recommendations, while also ensuring that advisory committees' advice is also presented to the CVTA.
- Ensures that financial responsibilities and accountability are fulfilled by the CVTA.
- Selects and supervises CVTA staff.
- Drafts staff coordinated agenda for Chairman's consideration and ensures that meeting informational packets are prepared and distributed in a timely fashion in advance of meetings.

Successful candidate should possess the following qualifications:

- Self-starter comfortable working with broad [board] guidance and minimal oversight.
- Professional demeanor that "presents well" to public officials (elected and appointed).
- Accustomed to working with multiple agencies and engendering a cooperative relationship.
- Knowledge of transportation issues at a strategic and operational level.
- Ability to work through competing needs among various jurisdictions
- Ability to communicate effectively with elected and appointed officials and the public.
- Ability to prepare briefings, charts and reports readily understood by the public.
- Ability to cast and exercise broad leadership vision, while engaging in day-to-day operational matters necessary in a small office environment.
- Accustomed to serving as the organization's spokesperson with various media (e.g., print, radio and television).

Applicants must possess a Bachelor's degree in transportation planning, public or business administration, public policy, economics, engineering, or a related, relevant discipline (Master's degree is highly preferred) and a minimum of ten years of relevant management experience in a fast-paced environment; experience working with public-private partnerships, particularly those related to transportation projects preferred; experience working in a complex political and policy environment where consensus building is critical to organizational success; proven track record with large regional multi-year capital transportation infrastructure projects is required. Experience in the general principles and practices of public financial systems, ideally to include capital financing and budgeting. A combination of equivalent training and experience may be considered. An extensive background investigation including fingerprinting for an FBI criminal check is required.

This recruitment will remain open until **March 31, 2022, at 5 p.m.** Interested applicants should apply online at [www.hanovercountyjobs.com](http://www.hanovercountyjobs.com) and include a cover letter, resume, salary history and salary requirements, and three professional references.