



Employment Opportunity:

Chief Executive Officer

October 27, 2022

THE LEGACY OF MOVE

In 2010, the Stanislaus Council of Governments (StanCOG) initiated a process to designate a Consolidated Transportation Services Agency (CTSA) for the county. Utilizing a Request For Proposal (RFP) process, StanCOG selected Paratransit, Inc. of Sacramento to fill that role. Upon selection, Paratransit, Inc. setup a unit or program within its organization to fulfill this critical human service transportation function. A Program Manager was hired and services were initiated using an initial \$100,000 grant from StanCOG. The original Manager left the organization in 2013 to accept another career position and a new Program Manager was selected.

The Program expanded substantially through the years under the Paratransit, Inc. structure. With the passage of local Measure L in 2016 to provide new transportation funding in Stanislaus County, the management structure of the CTSA by a Sacramento-based nonprofit agency no longer served the needs of the Stanislaus region. In October of 2017, a new nonprofit corporation was founded in Stanislaus County and was quickly designated the CTSA for the region. The new corporation was called MOVE Stanislaus Transportation (MOVE).

The former Paratransit, Inc. Program Manager was hired by MOVE to serve as its first Chief Executive Officer (CEO). As a new independent nonprofit agency, MOVE expanded substantially through the availability of Measure L and other funding. The CEO remained in the position until 2022 at which time she accepted a new career position and left the agency.

MOVE is well known and highly regarded in the Stanislaus community. A CTSA serves as a platform for the management of a variety of transportation services selected locally. Throughout California, CTSA's operate a variety of different programs depending upon local needs and priorities. Through the years, MOVE has established a number of programs and services. These include:

- Travel training: Teaching seniors and disabled persons how to utilize the regular public transit services in the area,
- Bridges volunteer driver program: Riders unable to utilize public transit select their drivers for routine transportation needs,
- VetsVan: A volunteer driver program that provides rides to veterans in the Stanislaus region to veterans medical services in the Bay Area,
- ADA paratransit eligibility: Working with the local transit operators, utilizing a proven process to determine the eligibility of disabled persons to ride door-to-door transit services,
- Community Partners: A program through which local agencies can apply to MOVE for funds to assist with their operation of transportation services,
- PASS Program: provides bus tickets to low-income seniors

THE CHIEF EXECUTIVE OFFICER POSITION

Appointed by and reporting to the Board of Directors, the Chief Executive Officer (CEO) plans, organizes, manages, supervises, and administers the activities, operations and services of MOVE and ensures that the service provided by MOVE effectively meet the needs of the community. The CEO exercises a wide range of discretionary decision making and management responsibilities related to the organization and administration of all agency operations and functions. The CEO also exercises responsibility for the effective implementation of Board policies and for the development of organizational objectives designed to ensure the success of the agency's future operation.

The CEO plans, organizes, coordinates, monitors, and evaluates the organization, departments, work units, services and programs. As the leader of the agency, the CEO assures development and implementation of transportation services which fill a variety of needs depending upon the target population and, importantly, include door-through-door transportation. The CEO also maintains contact with participants, providers, funding sources, and community stakeholders regarding program services, satisfaction, quality, and other aspects related to the success of the organization. The CEO is also responsible for periodically reviewing current operations for efficiency and effectiveness.

The CEO provides direction and leadership to supervisors, staff members, consultants, and volunteers. He/she assures and provides routine staff development and training to improve individual skills, service quality, and the organization's ability to develop, retain and motivate high caliber employees. The CEO is also responsible for the selection, supervision, training, and evaluation of staff as assigned. This includes reviews, evaluations, and provision of constructive feedback and direction to staff regarding procedures, job performance, quality of service, and other factors required to carry out the mission, Board philosophy, policies, and procedures.

Providing orientation, training, and support to the Board of Directors in the performance of their duties and obligations is another critical responsible of the CEO. Assistance to officers and committee chairpersons in execution of their tasks and responsibilities is vital. The CEO also assists in development of the Board and individual members of the Board.

The CEO is responsible for assuring the development and maintenance of effective relations within the organization and with the community. The requires the maintenance of a professional and confidential manner in performance of duties. The CEO also ensures the confidentiality of participants, staff, and Board as required by law.

A safe, harassment and discrimination free, and efficient work environments for staff, participants, volunteers, and visitors is essential to the success of MOVE. Accomplishment of this requires that the CEO plans, coordinates, monitors, and evaluates safety requirements and assures compliance with local, state, and federal regulatory rules and standards and applicable regulating bodies governing businesses and services operated by the organization.

The image of MOVE is essential to the successful fulfillment of its mission. In order to maintain the positive image of the agency, the CEO must make known the needs and services rendered by the organization; seek grant funds from local, State, and Federal sources. The CEO also provides and participates in activities internal and external to the organization to promote and enhance awareness of the transportation needs of people with disabilities, seniors, veterans or others served by the organization. Finally, the CEO is the spokesperson and liaison for the organization to legislators, media, governmental agencies, and the community at-large.

Critically, the CEO is the business leader of MOVE. In this capacity, the CEO directs, monitors, and evaluates the sound fiscal operation of the organization. This includes full responsibility for the development and management of the annual budget. The CEO is also responsible for grant applications and management. The CEO also ensures maintenance and upkeep of physical plant, vehicles, and equipment; develops, plans, implements, monitors, and evaluates organization plans for the improvement and continuation of the organization. The CEO is also responsible for reviewing and approving all hiring, discipline, evaluation, promotion, and termination of personnel, approving all salary changes, and ensuring consistent and standard application of regulations governing employee benefits. Responsibility for all aspects of planning, organizational development, and supporting analysis is also part of the CEO position.

THE IDEAL CANDIDATE

MOVE is seeking a visionary, hands-on leader to serve as its new Chief Executive Officer. The opportunity to lead such a well-established and diverse agency is superb for a creative, flexible individual who has the desire to get involved in all aspects of the organization including policy direction and day-to-day operations. The Board of Directors has identified the ability to maintain the current direction while building for the future as paramount. Exceptional communication skills and financial management experience, with an emphasis on budget development and administration, will be needed. Those who believe in being present with staff and are willing to help out where needed will enjoy this role. Since the Board of Directors is comprised of members who are intimately familiar with the transportation needs of the Stanislaus community, the successful candidate will be a professional who is proactive, takes initiative and is confident in their decision-making abilities. At the same time, he or she must regularly communicate with the Board to keep them informed. The ability to quickly establish credibility and trust and the emotional intelligence necessary to effectively deal with conflict resolution and foster collaboration will be keys to success in this role.

Other desirable traits identified during discussions with the Board include:

- Knowledge of transportation programs and funding sources
- Experience with programs serving disabled persons, veterans, and others with special transportation needs
- Understanding of nonprofit corporation structure
- Knowledge of regional and State agencies whose service and funding are directed to community transportation agencies

EXPERIENCE AND EDUCATION QUALIFICATIONS

Bachelor's Degree in Business, Public Administration, Transportation Management, Urban Planning or a related field and five (5) years of management experience including budgeting, personnel management, planning and program development with a minimum of three years of experience at a senior management or CEO level. A master's degree is preferred. Professional experience may be substituted for education if appropriate.

Must have a valid driver's license, acceptable driving record, and insurance as required by law. Must pass a criminal background check, physical exam, and drug/alcohol screening as a condition of employment.

COMPETITIVE COMPENSATION AND BENEFITS

The annual salary range is \$90,000 - \$125,000 which is supplemented by a comprehensive benefits program including:

- Health insurance
- Dental insurance
- Vision insurance
- Generous vacation benefit
- Deferred compensation

APPLICATION AND SELECTION PROCEDURE

To be considered for this exceptional opportunity, please submit your resume (including dates of employment plus staff and budgets managed), cover letter, the names of four work-related references (two each current or former supervisors, direct reports, and colleagues, who will not be contacted without prior notification) by Friday, December 16, 2022 to: philm@movestanislaus.org

For more information contact:

Philip McGuire

Interim CEO, MOVE

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Email: philm@movestanislaus.org

SELECTION PROCESS

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the Interim CEO, following which, the most qualified candidates will be referred for interviews with MOVE management and Board of Directors. The Board of Directors anticipates making an appointment to the position following final interviews and the completion of comprehensive reference and background checks to be coordinated with the successful candidate.