

# EXECUTIVE DIRECTOR – COAST TRANSIT AUTHORITY

**Location:** Gulfport, Mississippi

## **Job Summary:**

The Executive Director serves as the chief executive officer of the Coast Transit Authority ("CTA") public transit system, responsible for overseeing the strategic planning, operations, financial health, growth, and regulatory compliance of the organization. This role requires a dynamic leader with strong planning, political acumen, and financial expertise to guide CTA's growth and ensure the highest level of service to the community. The Executive Director will be responsible for successfully managing the organization, building support among key stakeholders, and ensuring sustainable and efficient transit solutions for the region, while extensively using federal and state grants and other funding to achieve the mission of CTA. The Executive Director reports to the CTA Board of Commissions ("Board") and serves at the will and pleasure of the Board.

## **Key Responsibilities:**

- **Financial Management and Budgeting:** Oversee the development and management of annual operating and capital budgets. Ensure the financial stability and sustainability of the agency through effective budget forecasting, cost control, and revenue generation. Determine appropriate charges for contract services and negotiate annual contracts for agencies. Actively pursue grant opportunities and other funding sources.
- **Transit Operations and Experience:** Direct the day-to-day operations of the public transit system, ensuring effective and efficient service delivery. Leverage experience in transit management to continuously improve safety, service quality, reliability, and customer satisfaction, all as measured through key performance indicators (KPIs) or similar organizational metrics.
- **Strategic Planning and Leadership:** Lead and manage the overall direction of the public transit system, including the development and execution of long-term strategic plans that align with community needs and the organization's mission. Coordinate monthly CTA Board meetings with regular reporting to and interaction with the Board, primarily the Board Chairperson and Executive Committee. Ensure effective integration of transit operations with urban planning efforts.
- **Political and Stakeholder Engagement:** Build strong professional relationships with elected officials, community leaders, and key stakeholders to advance the mission of the CTA transit system. Serve as the primary liaison and advocate for the agency, promoting support for transit initiatives, capital projects, and funding at federal, state, and local levels.
- **Grant Writing and Fundraising:** Lead efforts to identify, apply for, and manage federal, state, and local grants and other funding in compliance with federal, state, and local laws and regulations. Develop strong funding strategies to support both operational needs and capital development.
- **Leadership and Staff Management:** Oversee and coordinate with management and staff in guiding the daily operations of CTA. Foster a positive, collaborative, and

results-driven work environment. Provide leadership and guidance to department heads and staff, promoting professional development and ensuring alignment with organizational goals. Utilize a transparent and empowering management style that encourages open communication and accountability.

- **Regulatory Compliance and Procurement:** Ensure all operations comply with federal, state, and local laws and regulations governing public transportation systems. Oversee procurement processes, ensuring transparency, compliance, and efficiency in purchasing and contracting decisions.
- **Capital Project Development:** Lead the planning, development, and management of capital projects, including the procurement and deployment of new transit infrastructure. Work with the Gulf Regional Planning Commission or outside consultants as required to coordinate planning requirements for CTA. Serve as a member of the Technical Committee on the Metropolitan Planning Commission Organization (MPO). Ensure projects are delivered on time, within budget, and aligned with the agency's strategic objectives.
- **Disaster Planning, Preparedness and Recovery:** Develop, oversee, and administer a disaster plan for CTA, including managing and executing operations and planning for hurricane evacuations, winter storm sheltering, and other emergency response events until such activities are completed. This job position has been designated as within essential personnel under the essential personnel policy for hurricane evacuations and other emergency response events ("Policy"). This job position is subject to the provisions of that Policy and such other requirements as determined by the Board of CTA for the given evacuation or other emergency event.

**NOTE:** The job description above incorporates the most typical duties performed. It is recognized that the other related duties not specifically mentioned may also be required and performed. The inclusion of those duties would not alter the overall evaluation of candidates for this position. Duties and responsibilities can be changed, expanded, reduced, or deleted by the CTA Board to meet the needs of the organization.

---

### **Minimum Qualifications:**

- Demonstrated experience in the successful management of a company, agency, or organization, ideally within the public transit or related transportation sectors.
- Demonstrated experience in developing and managing large, complex budgets, including securing grants and external funding.
- Demonstrated experience in a government or public agency role.
- Strong verbal and written communication skills, with the ability to clearly articulate vision, strategy, and progress to a wide range of stakeholders, including the public, elected officials, and employees.
- Strong interpersonal skills and experience in building and maintaining relationships with elected officials and community leaders to advocate for public transit and infrastructure projects.
- Demonstrated knowledge of procurement processes and procedures, ensuring cost-effective and compliant acquisition of goods and services.

- Demonstrated understanding of regulatory requirements in the public transit industry and the ability to ensure compliance with relevant laws, policies, and safety standards.
- Demonstrated experience in the planning, development, and management of capital projects, with a focus on infrastructure development and system improvements.
- Must pass the company Drug and Alcohol screening test and abide by all drug free workplace policies and Federal Transportation Administration (“FTA”) and Department of Transportation (“DOT”) guidelines. (NOTE: This position is classified as a safety-sensitive position in accordance with FTA guideline 49 CFR § 655.4 and must abide by all FTA and DOT guidelines.)
- Must pass a pre-employment physical prior to start.
- Must have no felony convictions involving weapons, narcotics, theft, bodily injury, threatened injury or fatality.
- Must have a satisfactory motor vehicle driving record.

---

**Preferred Qualifications:**

- Bachelor’s degree or Master’s degree in the field of Public Administration, Urban Planning, Business Administration, or Transportation, or in a related field.
- Professional certifications or affiliations related to public transit management or transportation planning.
- Demonstrated experience in transit management, including direct oversight of operations, planning, and service delivery.

---

**Salary Range:**

Annual base salary in the range of \$120,000 to \$160,000, plus benefits, depending upon qualifications and experience.

---

**How to Apply:**

Interested applicants should submit a resume, cover letter, and references to [kstover@coasttransit.com](mailto:kstover@coasttransit.com) by 5:00pm, March 21, 2025.