

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

RESOLUTION 13 - 08

**RATIFYING THE JOB DESCRIPTION AND APPROVING THE PROCESS FOR
HIRING THE EXECUTIVE DIRECTOR FOR THE NORTHERN VIRGINIA
TRANSPORTATION AUTHORITY**

WHEREAS, it is anticipated that the Northern Virginia Transportation Authority (NVTA) will be processing the funding generated by the taxes and fees authorized in House Bill (HB) 3202; and,

WHEREAS, the NVTA is also charged with the periodic update of the Long Range Transportation Plan (currently TransAction 2030), and the development of a Six-Year Program, in addition to potential project management functions; and,

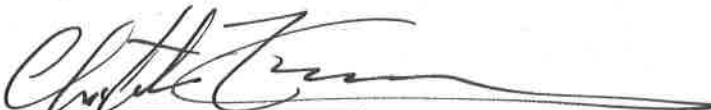
WHEREAS, the § 15.2-4833 of the Code of Virginia requires NVTA to employ a chief executive officer and such staff as it shall determine to be necessary to carry out its duties and responsibilities; and,

WHEREAS, the NVTA will need an individual to lead the organization in achieving its mission and vision as it transitions from being primarily a regional planning agency to being a transportation funding agency overseeing the implementation of projects, programs, and services it funds within the region.

NOW, THEREFORE, BE IT RESOLVED BY NVTA THAT:

The NVTA does ratify the job description (Attachment A) and approve the proposed schedule and process (Attachment B) for hiring the executive director.

Adopted by the Northern Virginia Transportation Authority, on this 12th day of July, 2007.

BY 
Chairman

Attest 
Vice Chairman

**EXECUTIVE DIRECTOR
NORTHERN VIRGINIA TRANSPORTATION AUTHORITY (NVTA)**

Job #07-9030

NOTE: This position is not a Fairfax County Government position; however, to facilitate the hiring process, the Fairfax County AIMS system is being used to process resumes on-line. Representatives of all Northern Virginia jurisdictions with membership on the NVTA and regional transportation and planning agencies are assisting with the recruitment of the Executive Director.

The Northern Virginia Transportation Authority (NVTA) was created by the Virginia General Assembly in 2002 as an independent body to develop long-range transportation plans for the Northern Virginia region. In 2007, the General Assembly gave NVTA authority to adopt a variety of taxes and fees dedicated to transportation in the region. The NVTA is now seeking a dynamic and talented Executive Director who will lead the organization in achieving its mission and vision as it transitions from being primarily a regional planning agency to being a transportation funding agency overseeing the implementation of projects, programs, and services it funds within the region.

The Executive Director position is the first to be hired by the Authority and will oversee the hiring of additional personnel as authorized by the NVTA Board. To date, the Authority has been utilizing staff and other resources from its member jurisdictions and other regional planning and transportation agencies. This critical new position will be at the center of the development of major transportation plans for Northern Virginia. The organization will fund transportation projects, programs, and services to improve travel times, reduce delays, connect regional activity centers, improve safety and air quality, and move people in the most cost-effective manner.

The jurisdictions included within Authority's membership include the Counties of Arlington, Fairfax, Loudoun, and Prince William, and the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park. Since its founding in 2002, the NVTA has established partnerships among its member jurisdictions and other regional agencies such as the Virginia Department of Transportation, Virginia Department of Rail and Public Transportation, Washington Metropolitan Area Transit Authority (WMATA), Northern Virginia Transportation Commission (NVTC), Virginia Railway Express (VRE), Potomac-Rappahannock Transportation Commission (PRTC), Northern Virginia Regional Commission (NVRC), and Metropolitan Washington Council of Governments Transportation Planning Board (MWCOG TPB) to set policies and priorities for regional transportation projects.

Position Overview:

The Executive Director is accountable to the NVTA Board and is responsible for the effective management and day-to-day operations of the Authority. This includes working closely with various committees and working groups that are comprised of NVTA members and staff from local jurisdictions and regional transportation and planning agencies to develop and implement the Authority's capital program.

Responsibilities:**Leadership**

- With the working committees and local jurisdictions, sets the strategic vision for the NVTA and ensures the achievement of the Long-Range Plan.
- Oversees administrative procedures to maintain fiscal accountability and control, equitable personnel practices, efficient office management, and attainment of management objectives.
- Develops, implements, and evaluates an annual operational plan, programs, and budget.
- Recommends an annual budget for Board approval and, in concert with the Chief Financial Officer, prudently manages the NVTA's resources within budget guidelines and in accordance with accepted accounting standards and practices.
- Provides leadership to the NVTA staff and to set an effective organizational agenda. The Executive Director is expected to provide management staff with an annual review, recommend salary increases, provide for in-service training, and generally maintain a positive working relationship among employees. The Executive Director is responsible for setting employment policy and ensuring that the NVTA complies with all state and federal laws and regulations regarding employment.

Building Working Relationships

- Develops and maintains relationships with Board members, ensuring the flow of appropriate information about operations and challenges of the organization.
- Works in close, frequent, and occasionally confidential collaboration with the NVTA Board to identify problems, needs, and opportunities, and to coordinate responsibility for achieving both near-term and long-range goals.
- Reports monthly on specific tasks and responsibilities set by the Board as performance priorities.
- Forges effective, mutual relationships with elected officials and staff at all levels of government, private sector partners, and members of community groups and the general public.

Qualifications:

Masters Degree in Planning, Business, Transportation Management, Public Administration, Economics, Engineering, or related fields is preferred.

A minimum of ten years experience in management is required.

Salary is negotiable depending on experience and past successes.

This position is envisioned to be for a term of two years, with an opportunity to be extended should such an extension be acceptable to both parties.

It is requested that resumes be submitted by no later than July 13, 2007; however, resumes will continue to be accepted until the position is filled. To apply for this position, submit your resume on-line through Fairfax County AIMS system at www.fairfaxcounty.gov/AIMS. Refer to Job #07-9030.

While submission on-line through the AIMS system is preferred to expedite the resume handling process, you may also apply for this position by sending your resume as an attachment to an e-mail to TheAuthority@thenovaauthority.org or through the mail or fax to:

Attention: NVT A Executive Director Recruitment, Job #07-9030
c/o Northern Virginia Regional Commission
3060 Williams Drive, Suite 510
Fairfax, VA 22031
703-642-5077 (FAX)

For additional details about this position, please contact Sherry Rowe at 703-324-3864.

Additional information on the NVT A can be found at <http://thenovaauthority.org>,

PROPOSED SCHEDULE FOR HIRING OF NVTA EXECUTIVE DIRECTOR

6/25/07 Advertisement posted on jurisdictional, regional agency, and Washington Post job websites

7/1/07 Advertisement in Sunday Washington Post jobs classifieds

Application can be made by submitting a resume via mail or fax to NVRC, via e-mail to the NVTA website, or via the Fairfax County AIMS online system.

7/13/07 Requested deadline for applications to be submitted (applications will continue to be accepted until the position is filled however)

7/18/07 Completion of review and sorting by Human Resources staff into those that meet the minimum and preferred qualifications, and those that do not. (All applications will be forwarded on to the NVTA technical review team for consideration)

7/20/07 Completion of NVTA technical team review of applications to prepare a draft recommended short list of applicants to be interviewed by the NVTA interview panel

Week of 7/22/07 – 7/28/07 Contact selected applicants for interviews

Week of 7/22 - 28/07 Possible dates for interviews by NVTA interview panel. (The NVTA technical team will complete pre-interviews if desired by the NVTA)

8/07 Second round of interviews with entire NVTA and selection