



## CHIEF OPERATING OFFICER

POSTED: February 23, 2010 - Open Until Filled

The Des Moines Area Regional Transit Authority (DART) is seeking a **Chief Operating Officer** to join its leadership team. DART is the largest public transit system in Iowa, with over 155 buses serving the Greater Des Moines region providing nearly 5 million rides per year.

This **New Executive** – level position, reporting to the General Manager, is responsible for the management of DART's fixed route bus transportation services through directing DART's Bus Operations and Bus Fleet Maintenance Departments. These departments include over 160 employees.

This position will include:

Executive level operational oversight of DART's bus operations including both day-to-day transportation and maintenance responsibilities ensuring DART always meets its operating goals. Directs and coordinates division programs and priorities through managing a dozen first line supervisors, dispatchers, and other administrative support.

Responsible for the management and upkeep of DART's operating facility.

Prepares reports, presentations, and complex correspondence relative to the management of the DART operations. Will make presentations/recommendations to the General Manager, employee groups, safety meetings, the DART Commission, and community groups.

Development, monitoring, and making adjustments to the \$16 million DART Transportation and Maintenance annual budgets. Develops recommendations for DART's capital

Administering of DART's largest collective bargaining agreement including contract negotiations, conducting grievance hearings, and holding frequent labor-management and other employee work-group meetings.

Requirements for this position include:

Bachelor's Degree in Business Administration, Public Administration, Project Management or related field is required. Masters Degree preferred.

A minimum of 7 years of progressively responsible management experience, preferably in public transportation and/or a bus maintenance environment, with a minimum of 5 years of supervisory experience.

Top rate communication/management and leadership skills a must. Must be a strong writer, able to make presentations to diverse employee groups, management teams, and Commission and other community groups.

Previous experience in labor relations, including grievance proceedings, discipline, contractual negotiations and proper mentoring and motivating of diverse groups of employees strongly preferred.

Knowledge of transit operations management a plus, as is: state and federal regulations regarding public transit systems, transit operations safety practices, operational budgeting and capital program management, and experience with transit software programs Maximus and Trapeze.

DART, an Equal Opportunity Employer, offers a competitive salary and an excellent benefit package. For consideration, interested candidates should submit a resume and cover letter along with salary requirements to:

Des Moines Area Regional Transit Authority  
Attn: Diana Duncan  
E-mail: [dduncan@ridedart.com](mailto:dduncan@ridedart.com)

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