



NOW ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

CHIEF OPERATING OFFICER

OVERVIEW OF JOB DUTIES: *(See detailed Job Description for additional information and requirements)*

Chief Operating Officer for Colorado's second largest transportation authority, and the nation's first rural Bus Rapid Transit system. COO directs, administers, and coordinates the activities of the organization in support of RFTA's policies, goals, and objectives established by the Chief Executive Officer and the Board of Directors. Monitors the operations of the RFTA organization as a whole and makes recommendations to the CEO for quality enhancements and process improvements.

ESSENTIAL DUTIES:

1. Responsible for RFTA's day to day operations, as assigned by the CEO, in the general supervision and project management for 1) the successful performance of daily operations, 2) promoting improved communications and efficient flow of information, and 3) oversight of initiatives and projects;
2. Supervises RFTA departments as assigned by the CEO, including 1) recruitment and hiring of employees, 2) terminating employees, 3) evaluating employee performance, 4) problem-solving, 5) training, coaching, counseling, and development of employees, and 6) succession planning.
3. Represents CEO to resolve and manage conflict; ensuring the effective day-to-day operation of the RFTA organization.
4. Evaluates the organizational structure and operating procedures of each department and, as needed, makes recommendations for changes and improvements. Assists in developing strategies to implement departmental and organizational objectives.
5. Works collaboratively with employees at all levels of the organization to provide quality customer service.
6. Ensures that all organization / agency activities and operations are implemented in compliance with local, state, and federal regulations and laws governing business operations.
7. Attends and participates in Board of Directors Meetings and Staff Meetings as scheduled and assists with preparation of monthly Board Meeting agenda packets.

QUALIFICATIONS AND JOB REQUIREMENTS:

- Bachelor's Degree, preferably in Public Relations, Business Administration, or a related field. Preferred: Master's Degree, preferably in Business Administration or related field.
- Seven (7) years of progressively responsible senior level managerial experience, which includes four (4) years of progressively responsible duties and responsibilities supervising work groups, departments, projects, and/or small organizations.
- Expert administrative and managerial knowledge, skills, and experience as demonstrated by extensive and progressively responsible roles throughout his or her career.
- Expert knowledge, skills, and experience developing and implementing high-level fiscal and budgetary policies.
- Expert knowledge, skills, expertise, and demonstrated experience in each of the following areas:
 - (1) organizing, planning, scheduling, and delegating work;
 - (2) determining / establishing short-term and long-range goals and priorities; &
 - (3) meeting near-term and long-range deadlines.
- Equivalent education and experience may be substituted for the above requirements.
- Experience working for a public transit agency desired, but not required.

SALARY RANGE: Annual Salary between \$100,000 - \$154,000, based on knowledge, skills, & experience. Position is Full-time and includes RFTA's full benefits package (including Health, Life, Dental, Vision, Retirement, and more).

TO APPLY: Submit your application by completing an online application (<https://www.rfta.com/employment/apply-for-a-rfta-job>); through inter-office mail: *Human Resources – AMF*; by mail to: *RFTA HR – ATTN: Lawrence Bond, 51 Service Center Rd, Aspen, CO 81611*; or by faxing to Lawrence's attention at (970) 384-4935.

If you have questions, please contact Lawrence at (970) 384-4854.

APPLICATION DEADLINE: Applications Accepted Until Position Filled

EA/AAP/Drug Free Employer