



- Monitors MTA operations to ensure employees and business practices comply with regulatory and legal requirements (e.g., HR compliance, public financial accountability, etc.)
- Collaborates with leadership team on union negotiations.
- Performs other duties and special projects at the direction of the MTA Board.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations under applicable law may be made to enable qualified individuals to perform these essential functions.

Supervisory Responsibilities

- Directly Manages seven subordinates: Deputy Executive Director, Chief Financial Officer, Chief Operations Officer, Staff Attorney, Director of Communications & Government/Public Relations, Director of Human Resources, and an Executive Administrative Assistant.
- Ensures that the responsibilities, authorities, and accountability of all subordinates are defined and understood.

Position Qualifications

- Master's or Juris Doctor degree preferred; Bachelor's degree and extensive relevant, professional experience in addition to the minimum required may be considered.
- 10+ years' experience at a senior leadership level; preferably in engineering, finance, law, corporate governance, public, legislative, municipal service, and/or union environment.
- 5+ years' experience managing, developing, and motivating staff in leadership positions and/or a large multi-division team of professional, technical, field, and administrative employees.
- Must be able to rely on his or her management experience and judgment in running the MTA and have the capacity to exercise a wide degree of latitude and creativity in planning and accomplishing MTA goals.
- Proficiency with Microsoft Office Suite.
- Exceptional communication skills, both written and verbal, including the ability to listen and effectively respond to sensitive inquiries and complaints in a public setting, to make persuasive verbal presentations on controversial, technical and/or complex topics to the public, the media, advocacy groups, regulatory agencies, governmental administrators, and legislative bodies.
- Ability to work well with the Authority Board, public, interest groups, state, local, and federal government representatives and agency personnel, consultants, MTA staff, and external organizations and to build and maintain cooperative and effective working relationships.
- Demonstrated ability to lead, set strategy, manage a budget, and meet organizational goals/priorities.
- Excellent organizational and managerial skills; ability to effectively prioritize and manage multiple initiatives; and ability to effectively identify, prioritize, and solve problems.
- Ability to apply sound judgement and make effective decisions, especially when working under pressure and public scrutiny.
- Ability to read, analyze, and interpret complex documents, laws and regulations, construction plans, contracts & specifications, bond resolutions, reports and analytical material from engineers, attorneys, and underwriters.
- Excellent analytical skills in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.
- Strong mathematical analytical skills; ability to apply principles of logic and scientific thinking to address a range of intellectual and practical problems, to use nonverbal symbolism (formulas, scientific equations, graphs, survey charts, etc.), and to deal with and explain abstract concepts in concrete and practical terms.



Working Conditions/Physical Demands

- Ability to sit for prolonged periods of time or work for long periods sitting at a desk in front of a computer and the ability to focus.
- Requires close visual acuity and ability to adjust focus quickly.
- Regularly required to stand, walk, and use hands to operate the keyboard of a personal computer and other office equipment.
- Occasionally lift and/or move up to 20 pounds.
- Frequent interaction with the public, community and civic organizations, federal, state, and local elected and appointed officials, consultants, contractors, and the media via electronic and direct interactions.
- Professional office work environment with travel to other municipalities, Maine State House, or to other work sites where there may be exposure to outside weather conditions and/or locales with mechanical equipment that may emit fumes.
- Normal hours of work are eight (8) hours per day, forty (40) hours per week, Monday to Friday, though this position is subject to working non-routine hours; must be available to come in early or work late on evenings and weekends due to the legislature meeting schedule, events, meetings, and occasional urgent incidents.
- Ability to travel.