

MAINE TURNPIKE AUTHORITY Job Description

UPDATED January 27, 2025

Job Title:Executive DirectorDepartment:ExecutivePay Range:Management/Confidential 29FLSA Status:Exempt

Reports To: Authority Board

Summary

Since its opening in 1947, The Maine Turnpike Authority has been the gateway for Maine commerce and mobility, invigorating the state's economy and making the unique natural beauty, arts, culture, and cuisine of Maine accessible for millions. Reporting to the Authority Board of Directors, the Executive Director guides the MTA in maintaining its status as a national leader in user fee highway travel and significant contributors to Maine's transportation system. The primary function of the MTA, to operate and maintain a toll express highway through its short-term and long-term capital improvement plans, guides the Executive Director in leading an executive team to consistently achieve its mission. Responsibilities include oversight of complex and varied transportation objectives impacting the state, and setting a strategic vision that includes the plan to achieve transportation and business objectives as defined in Maine law and that are guided by the Authority Board.

Essential Job Functions

These functions reflect management's assignment of essential duties; it does not prescribe or restrict all the tasks that may be assigned.

- Directs the overall administration and management of all activities of the Maine Turnpike Authority; assists
 and advises the Authority Board on all administrative matters relating to the MTA's policies, functions, and
 responsibilities.
- Collaborates with the Authority Board to identify and create strategic plans to actualize short and long-range objectives and policies, as approved by the Board; provides leadership, advice, guidance, direction, and authorization to implement.
- Guides the planning and coordinating of comprehensive capital expenditures and maintenance programs in conjunction with MTA's ten- and thirty-year plans.
- Plans and directs projects for capital repairs, operational improvements, expansion or reformation, and the purchase, sale, or repair of capital assets, subject to Board oversight.
- Evaluates proposed legislative actions to determine potential impact on the MTA and what position to take in response.
- Represents MTA to patrons, media, state and federal authorities, legislators, municipalities, banks, the bond trustee, rating agencies, bond holders, tolling agencies, the public, and other stakeholders in support of meeting the strategic and operational objectives of the MTA.
- Establishes and maintains effective working relations and communications with federal, state, municipal, labor, and civic organizations; works closely with legislators, government agencies, local elected officials, tolling services partners, economic development entities, and the Department of Transportation.
- Oversees the adequacy and soundness of MTA finances and financial resources.
- Presents the MTA's operating budget to the Transportation Committee and Maine Legislature annually for approval.
- Reviews operating results compared with established objectives and ensures that corrective measures
 are taken when improvement is necessary.
- Develops a talented leadership team who can lead critical departments and manage strategic business functions.
- Establishes and maintains effective communications throughout the MTA, conferring with department directors regarding MTA goals, objectives, and operations.
- Reports to all members of the Authority Board, and interfaces with department directors, the public, government agencies, and interest groups, on MTA activities, progress, accomplishments, and objectives.



- 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 multidivision 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.