



# Executive Director, Community Transportation

Western-Washtenaw Area Value Express  
Chelsea, MI

## **ABOUT US**

Western-Washtenaw Area Value Express (WAVE) is a nonprofit service organization established in 1976 that exists to provide affordable transportation for older adults, persons with disabilities and riders by choice within western Washtenaw County.

The Executive Director will develop and utilize expert knowledge of MDOT and AAATA policy and regulations and WAVE Bylaws and perform essential functions including Operations Management, Human Resources Management, Financial Management, Procurement and Contracting, Transit Development and Community Outreach.

## **GENERAL RESPONSIBILITIES**

### **Directs WAVE Operations**

- Demonstrate ownership and accountability in work assignments
- Develop, maintain and improve WAVE operating systems
- Write WAVE policies and procedures
- Be resourceful and collaborate with respective teams to quickly solve performance challenges
- Maintain relationships with MDOT, AAATA, other funders and community partners
- Maintain organized and accurate records for MDOT / AAATA
- Complete and file AAATA and State of Michigan Reports
- Serve as a communication link between the Board, employees and service users
- Serve as WAVE's spokesperson
- Participate in WAVE Board and committees
- Participate in strategic planning
- Manage and report on agency insurance matters
- Prepare and maintain financial records, contracts and other materials for the accountant and auditing team

## **Organization Leadership**

- Advocate for positive organizational change by understanding and promoting emerging organizational models and demonstrate how they support and improve WAVE operations
- Manage employees and their function within the team
  - Recruit, interview, hire, supervise, assess and terminate staff
  - Develop, present and/or arrange staff training events
  - Maintain the WAVE Handbook, and keep internal policies up-to-date and compliant with State and Federal requirements
  - Oversee employee participation in offered insurances and other benefits (i.e. Delta Dental, Heritage Vision Plan and IRA)
  - Prepare payroll and maintain employee records
  - Manage pre-employment screening and drug and alcohol screening
- Become trained as WAVE's Designated Employee Representative (DER) through MDOT

## **Qualifications**

- Bachelor's Degree in Transportation or related field
- Eight (8) plus years' experience in the Passenger Transportation Industry
- Ability to work independently with an aptitude for detailed work and follow-up activities
- Self-directed
- Excellent communicator / presenter with Board members, employees and public
- Software expertise in QuickBooks, PC Trans Dispatching Software, Microsoft Office 2010 or higher (Excel, Outlook & Word) and Adobe Pro

**Submit questions, resume, and cover letter to: WAVE - Search Committee, P.O. Box 272, Chelsea, Michigan 48118, or email [wwavepresident@gmail.com](mailto:wwavepresident@gmail.com).**

Job openings are posted for a minimum of 14 calendar days. This job may be removed from posting boards and filled any time after the minimum posting period has ended.

Western-Washtenaw Area Value Express is an equal opportunity/affirmative action employer.