

DEFERRED*

**GENERAL MEETING OF THE BOARD OF DIRECTORS
OF THE
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY**

RESOLUTION NO. 03-14

WHEREAS, Texas Transportation Code Section 361.003 authorizes the creation of a regional mobility authority for the purposes of constructing, maintaining, and operating one or more turnpike projects in a region of this state; and

WHEREAS, the Central Texas Regional Mobility Authority ("CTRMA") was created pursuant to the request of Travis and Williamson Counties and in accordance with provisions of the Transportation Code and the petition and approval process established in 46 Tex. Admin. Code § 26.01, *et. seq.* (the "RMA Rules"); and

WHEREAS, the Board of Directors of the CTRMA has been constituted in accordance with the Transportation Code and the RMA Rules; and

WHEREAS, the Board of Directors desire to hire an Executive Director to serve as the chief administrative officer for the CTRMA;

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the CTRMA hereby directs its interim staff to publish the posting for the Executive Director position in substantially the forms as are attached hereto as Attachment "A"; and

BE IT FURTHER RESOLVED, that such postings be made in the places and publications as described in the memorandum to the Board attached hereto as Attachment "B", as well as in other places deemed appropriate by the interim staff.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 26th day of February, 2003.

Submitted and reviewed by:

Approved:

C. Brian Cassidy
Legal Counsel for the Central
Texas Regional Mobility Authority

Chairman, Board of Directors
Resolution Number 03-14
Date Passed 2/26/03

**THE BOARD ELECTED TO TABLE THIS ITEM
INDEFINITELY-**

2/26/03

CTRMA EXECUTIVE DIRECTOR

The Central Texas Regional Mobility Authority (CTRMA) seeks an Executive Director to serve as the Chief Administrative Officer. The CTRMA was created in 2002 by the Texas Transportation Commission to implement regional mobility solutions in Travis County and Williamson County. The US 183-A toll facility in Williamson County has been identified as the CTRMA's initial project. Plans, directs, manages and reviews the activities and operations of the CTRMA. Coordinates CTRMA services and activities among departments and with outside agencies. Provides confidential and complex executive and administrative support to the CTRMA Board of Directors. Reviews policies and personnel actions for compliance with legal requirements. Ensures that all work is conducted within budgetary constraints and according to CTRMA policy, codes and standards of quality. The incumbent must possess highly specialized knowledge, skills and abilities, including the ability to perform duties within a broad framework of general policy, requiring creativity and resourcefulness to accomplish goals and objectives and in applying concepts, plans and strategies which may deviate from traditional methods and practices. Supervises subordinate managerial and clerical personnel. Performs related work as required. Reports directly to CTRMA Board of Directors.

Requirements:

- Knowledge of CTRMA policies, procedures and ordinances, and various codes and laws affecting the implementation of Authority projects and programs;
- Knowledge of principles and practices of regional transportation planning and knowledge of transit, rail and air quality planning;
- Knowledge of principles of transportation program development and management, including the relationship between Federal, State, and regional and local transportation planning activities;
- Knowledge of operations, services, and activities of a comprehensive management program;
- Knowledge in the principles and practices of budget preparation and administration;
- Knowledge of modern office practices and technology, the use of computers and peripheral equipment;
- Ability to work under considerable stress as a result of tight deadlines, balancing multiple projects, and performing duties under public and political scrutiny;
- Ability to provide effective leadership and supervision and to evaluate the performance of subordinates;
- Ability to direct preparation of complex technical reports, financial reports, budgets, and correspondence;
- Ability to make sound, educated, independent decisions and use judgment and discretion in applying CTRMA policies, rules and regulations;
- Ability to read, analyze, understand and apply complex legal, financial and/or technical reports, policies, codes, etc.;
- Ability to communicate effectively with CTRMA personnel, governmental officials, contractors, consultants and the general public.

Education, Certificates and/or Licenses:

- Bachelor's degree with coursework emphasis in engineering, public administration, business administration, urban planning or related field. Master's degree preferred; supplemented by ten (10) years progressively responsible professional experience in government management or project management or an equivalent combination of education, training and experience;
- Valid Texas Driver's License, or the ability to obtain license prior to first day of employment or available other appropriate means of transportation at no additional cost to the CTRMA.

*Please submit resume and cover letter to:
Central Texas RMA Executive Director
Locke, Liddell & Sapp
Attention: C. Brian Cassidy.
100 Congress Avenue, Suite 300
Austin, Texas 78701
(512) 305-4800 FAX*

CTRMA EXECUTIVE DIRECTOR

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Bachelor's degree with coursework emphasis in engineering, public administration, business administration, urban planning or related field. Master's degree preferred; supplemented by ten (10) years progressively responsible professional experience in government management or project management or an equivalent combination of education, training and experience. Valid Texas Driver's License, or the ability to obtain license prior to first day of employment or available other appropriate means of transportation at no additional cost to the CTRMA. To apply please send cover letter and resume to CTRMA Executive Director, Attention: C. Brian Cassidy, Locke, Liddell & Sapp, 100 Congress Avenue, Suite 300, Austin, Texas 78701.

Memorandum

To: Board of Directors
Central Texas RMA

From: Michael Weaver
Prime Strategies, Inc.

Regarding: RMA Executive Director Search

Date: February 19, 2003

Attached to this memorandum are two job descriptions for the CTRMA Executive Director position. Either of these job descriptions can be used for ad placement. However, it will probably be more feasible to use the shorter version of the job description because of limited ad space and costs. This job description was created using a combination of other Texas toll road authority executive director job descriptions and general common knowledge and practice for such a position.

Additionally, Prime Strategies has researched the cost of placing a job posting/advertisement in a number of different sources. There are a variety of different ways we have available to advertise this position. We have researched the cost of placing the job posting using internet-based job websites, association magazines and websites, and trade journals.

- ▶ Monster.com - \$305 for a 60 day job posting
- ▶ ExecSearches.com - 30 days = \$95; 60 days = \$125; 90 days = \$140
- ▶ TML Online (Texas Municipal League) - Complimentary service for members; \$50 for 35 words or less, \$0.75 for each additional word. For *Texas Town & City* magazine the submission deadline for the April issue is March 10, 2003. For a one-time 1/4 page ad, the rate is \$315.
- ▶ ITE (Institute of Traffic Engineers) website - Up to 150 words = \$150; 251-499 words = \$300; Over 500 words = \$450

ITE Journal - \$.50/character. Minimum \$300/month for 600 characters.

Ads must be received by 5:00 p.m. ET on the 8th day of the month prior to the month's publication (i.e. December 8th for the January issue.) The *ITE Journal* is mailed the first week of the month; readers receive it the second week of the month. The CTRMA's deadline for the April issue will be March 8, 2003.

Discount of \$25 for prepayment of ad. Discount of 25% given to companies advertising in both *ITE Journal* and the ITE website.

CTRMA Board of Directors

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- ▶ IBTTA (International Bridge, Tunnel & Turnpike Assoc.) - complimentary website ad for members. The CTRMA can use the membership privileges of Locke, Liddell and Sapp until the CTRMA membership is secured.