

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

RESOLUTION NO. 03-32

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

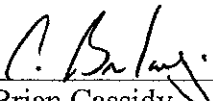
WHEREAS, the Board of Directors desire to hire an Executive Director to serve as the chief administrative officer for the CTRMA;

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 25th day of June, 2003.

Submitted and reviewed by:



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

Approved:



Robert E. Tesch
Chairman, Board of Directors
Resolution Number 03-31
Date Passed 6/25/03

CTRMA EXECUTIVE DIRECTOR

The Central Texas Regional Mobility Authority ("CTRMA") seeks an Executive Director to serve as its Chief Administrative Officer. The CTRMA was created through the joint efforts of Travis and Williamson Counties, Texas with the intended purposes of implementing regional mobility solutions within the region encompassed by the two counties. Its creation was approved by the Texas Department of Transportation ("TxDOT"). The CTRMA Board of Directors is comprised of three members appointed by the Travis County Commissioners Court; three members appointed by the Williamson County Commissioners Court; and a chairperson appointed by the Governor. The proposed US 183-A turnpike project in Williamson County has been identified as CTRMA's initial project, and State Highway 45 Southeast in Travis County has been identified as the next highest priority project. The CTRMA is considering several other toll projects in the area as well, and recently received legislative authorization to pursue and develop a variety of other transportation projects. The Executive Director will plan, direct, manage, and review the activities and operations of the CTRMA. The Executive Director will coordinate CTRMA services among TxDOT and all other necessary outside governmental or private agencies; provide executive and administrative support to the CTRMA Board of Directors; review policies and personnel actions and coordinate with legal counsel to assure compliance with legal requirements; and develop budgets and assure that all work is conducted within budgetary constraints and according to CTRMA policies, codes, and standards of quality. It is desirable that the candidate to have had experience with revenue bond financed projects, construction and operation of toll roads, or development and operation of other transportation infrastructure. The candidate should possess knowledge of principles and practices of regional transportation planning and have familiarity with transit, rail, and air quality issues. The candidate should also have knowledge of principles of transportation program development and management, including the relationship between federal, state, and regional and local transportation planning activities. The candidate should have the ability to direct and oversee the preparation of complex technical reports, financial reports, budgets, and correspondence, and have the ability to read, analyze, understand and apply complex legal, financial, and/or technical reports of policies, codes, etc. Effective communication skills are critical to the job, and the candidate should have the ability to communicate effectively with CTRMA personnel, governmental officials, contractors, consultants, and the general public. The position will report directly to the CTRMA Board of Directors.

Bachelor's Degree with course work emphasis in public administration, business administration, city/regional/urban/transportation planning or a related field is preferable. Master's Degree preferred. Significant experience with a toll or other transportation authority, or other experience in the field of toll road development or operations is desired. To apply please send cover letter and resumé to CTRMA Executive Director, Attention: C. Brian Cassidy, Locke Liddell & Sapp LLP, 100 Congress Avenue, Suite 300, Austin, Texas, 78701. Questions concerning this posting may be directed to the same address.

CTRMA EXECUTIVE DIRECTOR

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Bachelor's degree ~~Degree~~ with coursework course work emphasis in public administration, business administration, city/regional/urban/transportation planning or a related field is preferable. Master's degree ~~Degree~~ preferred. ~~Ten (10) years~~ Significant experience with a toll or other transportation authority ~~desired~~. ~~Valid Texas Driver's License, or other experience~~ in the ability to obtain license prior to first day ~~field~~ of employment or available other appropriate means of transportation at no additional cost to the CTRMA. ~~toll road development or operations is desired~~. To apply please send cover letter and resume ~~resumé~~ to CTRMA Executive Director, Attention: C. Brian Cassidy, Locke, Liddell & Sapp LLP, 100 Congress Avenue, Suite 300, Austin, Texas, 78701. Questions concerning this posting may be directed to the same address.

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EXECUTIVE DIRECTOR

The Central Texas Regional Mobility Authority (CTRMA) seeks an Executive Director to serve as its Chief Administrative Officer. The Executive Director will plan, direct, manage and review the activities and operations of the CTRMA, and will report directly to the CTRMA board of directors.

Desired Experience and Qualifications:

- Significant experience with a toll or other transportation authority;
- Knowledge of transportation and land use planning and modeling practices;
- Knowledge of and the ability to interpret and apply U.S. Department of Transportation, FHWA, FTA, FAA, Texas Dept. of Transportation, EPA, TCEQ procedures and regulations;
- Knowledge of and the ability to interpret and apply federal and state legislation affecting transportation and air quality, specifically Transportation Equity Act for 21st Century, Clean Air Act and Amendments, and the Americans with Disabilities Act;
- Knowledge of national transportation standards;
- Knowledge of federal and state grant application and contracting procedures;
- Knowledge of bond financing, construction and operation of toll roads;
- Knowledge of an intermodal/multimodal transportation systems;
- Ability to maintain effective work relationships with the general public, staff, CTRMA Board members, and public officials;
- Ability to build and motivate managerial and clerical personnel.

Education, Certificates and/or Licenses:

- Bachelor's Degree from an accredited college or university, in public administration, business administration, city/regional/urban/transportation planning or related field;
- Master's Degree preferred;

Please submit resume and cover letter to:

*CTRMA Executive Director
c/o C. Brian Cassidy
Locke, Liddell & Sapp
100 Congress Avenue, Suite 300
Austin, Texas 78701*

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EXECUTIVE DIRECTOR

The Central Texas Regional Mobility Authority (CTRMA) seeks an Executive Director to serve as the ~~its~~ Chief Administrative Officer. The Executive Director will plan, direct, manage, and review the activities and operations of the CTRMA, and will report directly to the CTRMA board of directors.

Requirements:

Desired Experience and Qualifications:

- At least ten years Significant experience with a toll or other transportation authority;
- Knowledge of transportation and land use planning and modeling practices;
- Knowledge of and the ability to interpret and apply U.S. Department of Transportation, FHWA, FTA, FAA, Texas Dept. of Transportation, EPA, ~~TNRCTCEO~~ CTCEO procedures and regulations;
- Knowledge of and the ability to interpret and apply federal and state legislation affecting transportation and air quality, specifically Transportation Equity Act for 21st Century, ~~Texas State Transportation Enhancement Rules~~, Clean Air Act and Amendments, and the Americans with Disabilities Act;
- Knowledge of national transportation standards;
- Knowledge of federal and state grant application and contracting procedures;
- Knowledge of bond financing, construction and operation of toll roads;
- Knowledge of an intermodal/multimodal transportation systems;
- Ability to maintain effective work relationships with the general public, staff, ~~Transportation Policy~~ CTRMA Board members, and public officials;
- Ability to build and motivate ~~subordinate~~ managerial and clerical personnel.

Education, Certificates and/or Licenses:

- Bachelor's Degree from an accredited college or university, in public administration, business administration, city/regional/urban/transportation planning or related field;
- Master's Degree preferred;
- ~~Ten (10) years experience with a toll authority desired;~~
- ~~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 MPO.~~

Please submit resume and cover letter to:

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Desired Experience and Qualifications:

- Experience with bond financing, construction and operation of toll roads;
- Knowledge of CTRMA policies, procedures and ordinances, and various codes and laws affecting the implementation of CTRMA 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, supervision and motivation 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:

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Attention: C. Brian Cassidy.
100 Congress Avenue, Suite 300
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(512) 305-4800 FAX*

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Memorandum

To: Board of Directors
Central Texas RMA

From: Michael Weaver
Prime Strategies, Inc.

Regarding: RMA Executive Director Search

Date: May 8, 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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May 8, 2003

- 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.