



# CENTRE AREA TRANSPORTATION AUTHORITY (CATA)

INVITES YOUR INTEREST IN THE POSITION OF  
DIRECTOR OF TRANSPORTATION



## THE COMMUNITY

The Centre Region (pop. 93,000) is nestled in the Appalachian Mountains in Central Pennsylvania encompassing 150 square miles. The region is made up a number of municipalities, including the Borough of State College which has an approximate population of 42,000 and is the largest borough in the Commonwealth of Pennsylvania. State College is surrounded by large tracts of farmland and an expanse of mountains and forests and has been ranked one of the best places to live, work, and retire by many sources including Forbes and Kiplinger's.

State College is a college town, dominated economically and demographically by the presence of the University Park campus of The Pennsylvania State University (Penn State). Though "Happy Valley" is another often-used term to refer to the State College area, the term also includes the borough and the townships of Patton, Ferguson, Harris, and College. In 2013, State College ranked as the third-safest metropolitan area in the United States and the eighth-best college town in the nation.

Founded in 1855, Penn State is one of the largest and most well-respected universities. The University provides a sense of pride and support for the community with the largest alumni association of any university in the nation. The University Park Campus covers over 7,000 acres and provides more than 46,000 students with about 160 baccalaureate and 150 graduate programs which adds to the cultural diversity of the area. The University draws more than 100,000 visitors for each of its home football games.

The community offers many amenities to residents and visitors such as historic sites, quaint towns and villages, and festivities, including the Central Pennsylvania Festival of the Arts, Blue and White Weekend, Central PA 4th Fest, and a Homecoming parade. The area provides many arts and entertainment venues, cultural events, and outdoor recreation such as hiking, mountain biking, and world-class fishing. There are many restaurants and nightclubs concentrated in the downtown area, as well as a growing farm to table movement. As for natural beauty, whether it is the pristine lakes and streams, beautiful spring and fall foliage, or majestic hills and valleys, State College offers breathtaking scenery.



## THE ORGANIZATION

The Centre Area Transportation Authority (CATA) is a Joint Municipal Authority serving nine municipalities. It is the third largest public transit system by ridership in the Commonwealth of Pennsylvania. CATA's mission is to deliver safe, reliable, accessible and affordable transportation in a courteous and environmentally, fiscally and socially responsible manner.

CATA was formed under the "Municipal Authorities Act of 1945" and incorporated on May 17, 1974. It was reorganized into its current format on February 5, 1982, by five local municipalities: the Borough of State College and the four surrounding townships of Patton, Ferguson, Harris, and College.

CATA was formed to provide public transportation services within the boundaries of its member municipalities. Subsequent agreements with the Borough of Bellefonte, Spring Township, Benner Township and Halfmoon Township have allowed for service extensions to Bellefonte, Pleasant Gap, and Stormstown.

CATA is governed by a five member Board of Directors comprised of one appointed member from each of the original five-member municipalities. The Authority's budget year runs concurrently with the Pennsylvania Department of Transportation's fiscal year: July 1 - June 30. The budget includes information on the Authority, a recap of the previous year, policy considerations, a workplan with goals for the year, and a long-term outlook that includes five-year operating budget projections. The Annual Report provides a snapshot of CATA's various accomplishments over the previous fiscal year and an outline of the organization's goals for the coming year. Copies of the latest Budget and Annual Report are available on the Authority's website.

CATA's fixed route service includes a mix of 23 community, commuter and express-level routes that connect the community with the campus and other points of interest, and through a contract with Penn State four integrated fare-free Loop and Link routes on campus. Contracts with 22 student housing complexes offer a pass program for residents to ride fare free between the various complexes and the university campus. These programs assist CATA in obtaining a high fare recovery ratio for public transportation.

Other interesting facts about CATA:

- Had the first 100 percent CNG bus fleet on the East Coast;
- Manages fixed route, paratransit, van pool and ridesharing programs that reach nine counties;
- Is close to completion on a \$42 million construction project that includes new operations and administrative offices, state-of-the-art maintenance facility, as well as expanded bus storage;
- Participates in the local land-use decision making process which builds transit and pedestrian infrastructure improvements into new construction;
- CATA's employees have participated in committees, boards and programs on the federal, state and local level – including two graduates of Leadership APTA, two graduates of APTA's Emerging Leaders Program, and six graduates from Leadership Centre County; and,
- CATA will soon institute the use of articulated buses in certain high ridership corridors.

## THE POSITION

The Director of Transportation reports to the Assistant General Manager for Operations and participates as a member of the Executive Management Team in the overall administration of the Authority. The Director of Transportation exercises strategic and visionary thinking, having long-term organization-wide impact.

The Director has oversight for approximately 175 employees including Supervisors in Operations, Maintenance, and Facilities. The Director is responsible for directing and controlling all activities of the Transportation Division including fixed route bus transportation, bus and facility maintenance, as well as project management of various capital projects of the Authority. The Director also provides leadership for the Authority's Transit Asset Management (TAM) system in prioritizing and tracking the condition of the Authority's rolling stock and facilities.

The Director of Transportation directs the day-to-day operational oversight for the division, collaborating with staff to develop and implement policies, procedures and practices that are focused on safety, efficiency and customer service. This position directly supervises senior staff and administers all provisions of the collective bargaining agreement, including serving as the staff lead on the negotiating committee.

The Director of Transportation position requires experience in the field of transportation and an individual with excellent judgment and professional ethics in a fast-paced, high pressure environment.

The ideal candidate must be able to professionally communicate with a variety of people including passengers, staff, board members, public officials.



Responsibilities of the Director include:

- Establishes, in coordination with the Assistant General Manager for Operations, performance goals and business strategies to achieve short and long-term goals in accordance with operational strategic plans focusing on transportation needs;
- Directs, monitors, and appraises the performance of direct reports and provides the necessary project and task allocation and tracking coordination between activities;
- Supervises, coordinates and monitors the daily public transit service operations;
- Directs fleet and facilities maintenance activities;
- Principal responsibility for the Authority's collective bargaining agreement. Ensures that all union contract provisions and work rules are met. Works collaboratively with the union to resolve issues;
- Monitors and reports on operating performance, facilitates problem resolution, and directs efforts to achieve continuous improvement in service and maintenance quality;
- Prepares, monitors and controls divisional operating and capital budgets;
- Understands, interprets and ensures compliance with applicable rules, regulations, laws, policies and procedures and takes corrective action as necessary;
- Establishes and sustains effective working relationships, strategic partnerships and effective communications with executives, the governing Board of Directors, employees, and other internal and external stakeholders and customers;
- In collaboration with the Director of Human Resources and Safety and Training Manager, develops and implements effective and actionable safety strategies for vehicle maintenance and service operation and ensures that all departmental staff adheres to required standards;

- Oversees staff response and departmental resolution of complaints raised by transit customers and the public relating to the provision of quality transit service within the operations and maintenance areas;
- Directs and has responsibility for major vehicle acquisitions, including specification development and review, bidding processes and negotiation and recommendation of award;
- Serves on local, regional and national committees;
- Represents the constraints and position of Maintenance and Operations in the annual service planning process;
- In collaboration with the Director of Human Resources and Compliance, develops strategies and implements processes for the recruitment, retention and development of staff in Operations and Maintenance; and,
- Represents the needs and constraints of Operations and Maintenance regarding CATA's information technology strategy.



CATA is seeking a strong leader to join its Executive Management Team and work collaboratively and strategically, in partnership with stakeholders to build consensus across business functions and demonstrate results using creative innovations and initiatives. The ideal candidate will be confident, flexible, solutions-oriented, and results-driven. Must also be customer service oriented, approachable, accessible, and possess excellent interpersonal, communication, and negotiating skills. Candidates must have a team-oriented management style and embrace best practices and performance management. The ideal candidate will be supportive of staff, encourage professional development, set clear direction and expectations, and hold staff accountable. Candidates must have substantial experience planning, organizing and directing transit operations and maintenance activities. In addition, candidates must have experience in advanced personnel management techniques, labor relations and the collective bargaining process. The selected candidate will be well versed in strategic thinking and tactical planning; policy and procedures development; and be able to analyze complex information and processes to make recommendations for improvement. Ability to prepare and monitor budgets, along with monitoring and ensuring regulatory compliance is essential. Advanced computer skills

and ability to master specialized software is needed. Requirements include a Bachelor's degree in management or a related field or an equivalent combination of education and experience to successfully perform the essential functions of the position. Candidates must have at least five (5) years of experience with a public transportation operation, with at least five (5) years of progressively responsible management responsibilities.

The ideal candidate will have some multi-disciplinary experience in transportation division operations, administration, maintenance oversight, and safety and training. Labor relations experience is highly desired.

## COMPENSATION

The starting salary is expected to be between \$80,000 and \$90,000, dependent upon qualifications. Salary is accompanied by an excellent benefits package.

## TO APPLY

If interested in this outstanding opportunity, visit our website at [www.srnsearch.com](http://www.srnsearch.com) and apply online. The first review of applications will take place on January 22, 2018; position is open until filled. Résumés will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with CATA. Candidates will be advised of the status of the recruitment following the selection of the Director of Transportation. CATA is an Equal Opportunity Employer. Questions regarding recruitment may be directed to:

S. Renée Narloch & Associates  
[info@srnsearch.com](mailto:info@srnsearch.com) | 850.391.0000 | [srnsearch.com](http://srnsearch.com)



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