

LEWIS COUNTY TRANSIT

Executive Director

Lewis County Transit seeks a dynamic and innovative Executive Director to lead the organization into its sixth decade and build upon a solid foundation of success.

Lewis County Transit's mission is to provide safe, accessible, reliable, professional, and financially sustainable public transportation in and around Centralia and Chehalis, Washington, exceeding public expectations by embracing innovation, customer service, and industry best practices.

OVERVIEW

Lewis County Transit is the local public transit provider serving the beautiful communities of Lewis County, Washington. Lewis County Transit employs over 45 employees throughout three divisions of responsibility common to the transit industry: Operations, Maintenance, and Administration. We are committed to enhancing the mobility and connectivity of our residents through safe, efficient, and accessible transportation services. We are more than just a transit service; we're a vital part of our communities. We invite you to consider joining us on the journey towards a more connected and vibrant Lewis County.

What Sets Us Apart:

1. **Community-Centric Approach:** We understand the unique needs of Lewis County residents.
2. **Safety First:** The safety of our passengers is our top priority.
3. **Accessibility:** Lewis County Transit is committed to making public transportation accessible to all.

Services We Offer:

- **Fixed-Route Bus Routes:** Strategically planned fixed-route services, connecting key locations and neighborhoods.
- **LIFTT (ADA Transportation) Services:** For individuals with disabilities or limited mobility, our ADA LIFTT services provide door-to-door transportation, ensuring that everyone can reach their destination with ease.
- **DARTT Services:** Dial-a-Ride (DARTT) provides direct door-to-door transportation to help you get where you need to go. DARTT provides transport to medical appointments, the grocery store, the pharmacy, shopping, and other services and amenities.

HISTORY

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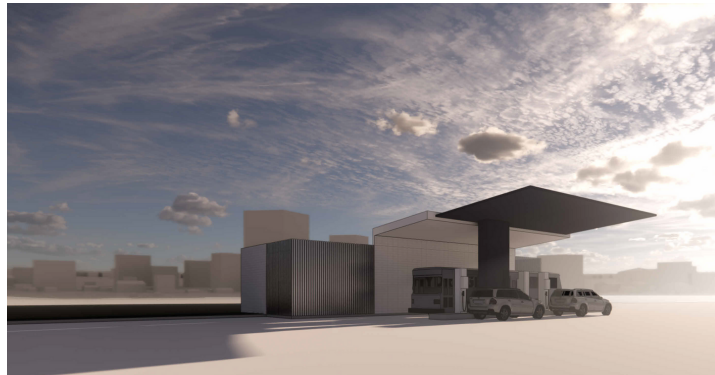
Lewis County Transit, formerly known as Twin Transit, was founded in June 1976 and began operating on November 1, 1977, serving the cities of Centralia and Chehalis in Lewis County, Washington. It was rebranded to Lewis County Transit on January 1, 2024. In 1985, the agency was reorganized into the Lewis Public Transportation Benefit Area. In 2024, Twin Transit rebranded to Lewis County Transit on January 1. Lewis County Transit continues to provide public transportation services, including fixed routes and ADA LIFTT services, to residents of Centralia and Chehalis.

STRATEGIC PLANNING TARGETS

Facility Growth	Fleet Transition	Route Operations	Communications	Employee Management	Financial Stability
<ul style="list-style-type: none"> •South Transit Hub •Office Space •Parking •Exit 68 P&R •Exit 77 P&R •Exit 88 P&R •Exit 74 Hydrogen Fueling Station •212 E Locust Electrical •Induction Charger @ Mellen St •EV Charging •Bus Washing •River City Bus Terminal •LC Mall Pull-out •Senior Center Pull-out •Walker Dev Pull-out •Bus Stop Upgrades •ADA Stop Upgrades •Shop Equipment •Tractor / SxS 	<ul style="list-style-type: none"> • Fleet Replacement Schedule •Hydrogen Fuel-Cell Bus •Electric Bus •Annunciators •Electrical vehicle charging •Hydrogen Fueling Station 	<ul style="list-style-type: none"> •Ridership increase •Highway 12 Corridor •Route Expansion •Hwy 12 •Kelso / Longview •Tumwater / Olympia •Red Route Expansion •Rural Transit •Tribes •DARTT •County-wide expansion •CAD / AVL - Swiftly 	<ul style="list-style-type: none"> •Advertising Revenue •Grants •Premium service •Community Engagement Survey •Technology enhancements •Push-to-talk •Laptop Replacement •External training •Data & Information •Website •Social Media •Internal newsletter 	<ul style="list-style-type: none"> •Employee Resources/Wellness •Organizational Process Improvement •Training/Re-training Process •Succession Planning •Training zero-emission / Renewable energy •EV charging •Induction Charging •Hydrogen 	<ul style="list-style-type: none"> Advertising Revenue Employee Appreciation Org Celebrations Advertising Community Events Budget increased Grants Tax Credits Collaborative management team/planning strategies

SIGNATURE INITIATIVE

Zero Emission Fleet Transition. Lewis County Transit is transitioning its fleet to zero-emission vehicles, with plans to have a fully zero-emission fleet by 2030



Hydrogen Fueling Station

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FLSA STATUS:	Exempt
REPORTS TO:	Lewis County Transit Board of Directors
WAGE CLASSIFICATION:	5.0
CDL STATUS:	Non CDL
TESTING STATUS:	Non-Safety sensitive; subject to FTA drug & alcohol testing program
UNION MEMBERSHIP:	Non-represented
LAST REVISION:	March 2025

JOB DESCRIPTION

The Executive Director of Transit Services is responsible for providing strategic leadership for the organization by working with the board of directors and the executive management team to establish long-range goals, strategies, plans and policies.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Strategic Leadership:**
 - Develop and implement the agency's long-term strategic plan.
 - Set agency goals and objectives, aligning them with regional transportation needs.
 - Ensure the agency is fiscally responsible and sustainable.
- **Operational Management:**
 - Oversee all aspects of transit operations.
 - Ensure the safety and reliability of the transit system.
 - Manage the agency's budget and resources effectively.
 - Maintain regulatory compliance with state and federal regulations governing public transportation, including annually updating the paratransit plan and ensuring compliance with the Americans with Disabilities Act.
 - Supervise organizational liability and equipment insurance.
- **Stakeholder Engagement:**

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- Act as lead “community liaison” through direct contact with key community stakeholders such as colleges, school districts, the local business community, neighboring transit systems, residents, transit users, etc.
- Represent the agency at public meetings and events.
- Respond to public inquiries and concerns.
- **Innovation and Improvement:**
 - Identify opportunities to improve transit services and operations.
 - Implement new technologies and best practices.
 - Stay abreast of industry trends and developments.
- **Personnel Management:**
 - Hire, train, and supervise the executive management team.
 - Responsible for overseeing employment decisions related to the human capital department and is responsible for negotiating labor contracts and responding to labor agreement issues.
 - Collaborate with the executive management team to develop and implement plans for the operational infrastructure of services, systems, processes and personnel designed to accommodate the growth objectives of the organization.
 - Create a positive and productive work environment.
 - Ensure compliance with labor laws and regulations.

Experience and Competencies

- **Experience:** Experience in management, including experience in strategic planning, operations, and finance. At least eight years of multi-department leadership experience. Four years of organizational financial management experience and four years of experience in public transportation is preferred.
- **Leadership Skills:** Strong leadership, communication, and interpersonal skills are essential with an orientation toward delivering results.
- **Analytical Skills:** Ability to analyze data, identify problems, and develop solutions.
- **Problem-Solving Skills:** Ability to think critically and make sound decisions under pressure.
- **Familiarity with Transportation Planning Principles**
- **Ability to work with Elected Officials and Stakeholders**

Education

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A bachelor's degree.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

Position Type/Expected Hours of Work

This is a full-time position. General days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. This position may require long hours and weekend work.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

Lewis County Transit provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws

To Apply:

Salary Range: \$160,000 - \$180,000 with a comprehensive benefits package including employee and dependent medical, dental, vision coverage, employer contribution into the *Washington State Public Employees Retirement System (PERS)*, and generous paid time off.

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Lewis County Transit has retained *Copper Strategic* to support the search for a new Executive Director to start in the Fall of 2025. If you wish to apply, please send the items below to rafael@copperstrategic.com.

Application includes:

- Letter of interest (Cover Letter)
- Resume or CV
- Two writing samples in a single PDF:
 - A personal leadership philosophy statement
 - An additional writing sample of your choice
- Optional at this time: Names of 3-4 Current references and contact information

Please note that Lewis Transit intends to interview semi-finalists on a date to be determined in July 2025. Finalists will be invited to Chehalis in August 2025. For any questions or further information about the position, please email rafael@copperstrategic.com.