

DALLAS AREA RAPID TRANSIT (DART)

BOARD ADMINISTRATOR

PAY GRADE: 126 / \$94,503 < \$125,217 < \$155,930

Dallas Area Rapid Transit (“DART”) is seeking a Board Administrator to assist in executing DART’s vision to transform the Dallas-Fort Worth region with mobility options that connect people, communities and destinations. This is an opportunity to join a dynamic executive leadership team to deliver “The People’s Transit System” – one that focuses on rider experiences as a foundation for improving customer satisfaction and total journey experiences.

ABOUT DART:

DART is one of the nation’s largest and most innovative transit agencies and provides a range of services including bus, light and commuter rail, streetcar, flex, and on-demand access services to the Dallas-Fort Worth area. The DART service area spans approximately 700 square miles and serves 13 cities, including Addison, Carrollton, Cockrell Hill, Dallas, Farmers Branch, Garland, Glenn Heights, Highland Park, Irving, Plano, Richardson, Rowlett, and University Park. DART provides service to a population of approximately 2.6 million people.

DART’s fiscal year 2022 Proposed annual budget is \$1,628.8 billion. This consists of an operation budget of \$580.4 million, a capital/non-operating budget of \$841.9 million, and \$206.5 million of debt service.

DART is among the leading transit agencies in the country developing innovative approaches to providing customer facing services. DART’s GoPass is an award-winning app that provides a Mobility as a Service platform addressing modes, trip planning and payments. The app has been successfully deployed for over 7 years at DART and is being used by several other agencies in the United States.

More details about DART can be obtained by visiting DART’s website at www.dart.org

GENERAL SUMMARY:

The Board Administrator provides support to the Board, serves as Trial Board Secretary for the grievance process for DART employees and provides administrative oversight for the Office of Board Support. The Board Administrator reports directly to the Board of Directors on a variety of administrative and executive duties, special projects and initiatives involving the Office of Board Support and Board of Director priorities.

The Board Administrator serves as liaison between the Board of Directors, DART, its advisory bodies and the public, ensuring that all matters are handled effectively. This position ensures quality control for Board Agendas, Agenda Planner, Board Portal and Policies and Resolutions. This is a highly strategic and facilitative role which requires a high level of understanding of DART’s operations and deft political acumen.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Drives collaboration among DART Service Area cities, government or members of the public, senior management and departments to ensure agenda items or correspondence are submitted timely, accurate and address the relevant issues. Meets with newly appointed

- Board members to provide them on-boarding information, coordinate orientation meetings with other direct reports, complete required disclosure forms, provide basic information regarding the role of the Board member, and assure the Board member has completed the required public servant training requirements.
2. Oversees daily operations of the Office of Board Support through collaboration with senior management and department leaders.
 3. Oversees and coordinates the posting of all Board and Committee meeting agendas consistent with the Texas Open Meeting Act. Provide timely responses to all open records request per the Texas Public Information Act.
 4. Serves as Assistant to Board Chair. Reviews Chair correspondence, Board member requests, confers with Chair and President & Chief Executive Officer regarding assignment for proper response. Maintain Chair calendar with DART related meetings.
 5. Oversees and coordinates Trial Board and Administrative Law Judge hearings. Prepares all hearing related correspondence as required. Serves as Secretary to the Trial Board and Secretary to the Administrative Law Judges. Acts as records custodian for hearings.
 6. Serves as official custodian of Board records including open and closed meeting audiotapes/videotapes and official copies of Resolutions (including maintenance of numbering system, Board correspondence and legally required Board member certifications). Ensures Board Bylaws and Rules of Procedures are current.
 7. Provides oversight and coordination for Board participation in transit related conferences and meetings, including keeping Board members informed of schedules and coordination of registration and travel arrangements.
 8. Ensures adherence to policies, proper coordination, quality, and responsiveness to matters requiring Office of Board Support approval.
 9. Interacts with Transit Industry professionals as a DART Representative.
 10. Performs other duties as assigned.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Bachelors degree from an accredited college or university.
2. Nine (9) years related experience managing high-level complex and sensitive administrative matters for a governing body to include six (6) years experience in managing a professional staff in a government environment.
3. Strong ability to think and act strategically.
4. Analytical and creative skills to facilitate decisions and ensure implementation of solutions to complex interpersonal, technical and administrative problems.
5. Substantial interpersonal skills required to effectively communicate with all levels of employees, government agencies, elected officials, and stakeholders.
6. Ability to be dedicated to meeting the expectations and requirements of internal and external customers.
7. Ability to blend people into teams when needed.
8. Ability to write and speak clearly and succinctly in a variety of communication settings and styles.
9. Ability to read a situation quickly. Good at focused listening.
10. Ability to handle materials and information of a confidential nature.
11. Ability to demonstrate fiduciary obligation, knowledge of budget development/analysis, and operational cost factors.

LEADERSHIP COMPETENCIES

In addition to becoming part of our DART team, the potential candidate must be committed to and demonstrate the following Leadership Competencies below:

1. Ability to champion strategic change and strive for innovation
2. Ability to act decisively and properly manage resources
3. Ability to foster a culture of courage within their teams
4. Ability to manage and work well with diverse populations
5. Ability to always act with integrity, empathy and compassion