



## **Introduction**

Onslow United Transit System, Inc. (OUTS) is a tax exempt 501c3 nonprofit in Jacksonville, NC that provides safe, reliable, and efficient public transportation services for the residents of Onslow County. OUTS was incorporated in 1979 and is fiscally solvent agency with a strong ridership and a compassionate Board of Directors. OUTS provides these services with professional staff and drivers. Our organization is especially proud of its 43 years of sustainable services to our community.

OUTS is seeking an Executive Director who can provide leadership support for operations and serve as staff liaison for the Board of Directors. The Executive Director is charged with growing sustainable funding resources and utilize strategic planning to navigate challenges associated with operating a community transportation system. The organization is seeking an experienced individual who will help OUTS to continue to fulfill its goal to provide transit services to the citizens of Onslow County.

## **Application Process**

All prospective applicants are encouraged to review the following resources, available OUTS website, [www.onslowunitedtransit.org](http://www.onslowunitedtransit.org), prior to completing the application process:

- I. 2022 Executive Director Search Application Submission Guide**
- II. Advertisement for Executive Director**
- III. Executive Director Job Description**
- IV. Executive Director Profile: Required and Desirable Qualifications**
- V. Onslow United Transit System Equal Employment Opportunity  
Commission Information**
- VI. FY 2021 Audited Financial Statements**

To make general inquiries about OUTS or for clarification regarding application materials, contact Carol Long at (910) 346-2998 or via email: [clong@onslowunitedtransit.org](mailto:clong@onslowunitedtransit.org)

Those who apply for the position of Executive Director of Onslow United Transit System, Inc. must submit the following:

1. **A letter of application**, not to exceed five pages, that clearly addresses the four (4) Required Qualifications outlined in the Section I. OUTS Executive Director Profile: Required and Desirable Qualifications. Refer to Section III. Executive Director Job Description of found on OUTS website 2022 Executive Search found on the organization's website in reference to the Job Description.
2. An up-to-date and complete **resume**, including the applicant's education and work experience, home address, email address, and telephone number (home and/or mobile).
3. A **reference list** that includes telephone numbers, addresses and email addresses for at least five professional references. **References will be conducted after onsite interviews as part of final selection process of applicant.**

Applications will be accepted until the position is filled; however, applications which are postmarked (via US mail) prior to **5:00 pm on October 17, 2022**, will receive full consideration or you may drop the application packet by the close of business day October 19, 2022. Review and screening of completed applications will begin immediately the next business day. **NOTICE:** Applications received after **October 19, 2022**, are not guaranteed a review by the Search Committee.

Submissions should be typed, clear and easy to read. Application materials should be unfolded and unbound and on standard 8 ½ x 11 paper (except for the optional, Equal Employment Opportunity Commission Information sheet). Submissions must be easily reproducible in standard copy machines. The application material listed above should be mailed to:

OUTS Executive Director Search Committee  
Attn: Carol H. Long  
PO Box 1548  
Jacksonville, North Carolina 28541

Applications may be hand delivered to:

OUTS Executive Director Search Committee  
Attn: Carol H. Long  
1300 N. Marine Boulevard  
Jacksonville, North Carolina

**Confidentiality is ensured until all candidates are selected for interview and onsite visits. Employer or supervisor references will be conducted after onsite interviews as part of final selection process of applicant.**

#### **Residential Commute Requirement**

The selected applicant for this position will be expected to live in Onslow County or within a 60-miles commute to Jacksonville, NC

Onslow United Transit, Inc. is an equal opportunity employer.