



## **Executive Director Profile Required and Desirable Qualifications**

### **Required Education and Experience**

Progressive experience in transportation planning and/or management work. Graduation from a four-year college or university in business administration, accounting, or related field with 3 years of experience in the transit industry is preferred. Graduation from high school supplemented by two years of college-level course in business administration, accounting, or related field; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities is accepted.

### **Required Qualifications**

- 1. Demonstrated success in leadership and management.** Applicant should provide sample evidence of direct interaction with Board of Directors/elected Governmental Officials and accomplishments of programs and/or community outreach activities under his/her development events.
- 2. Demonstrated ability to prepare, secure and manage grants and request for funding proposals and developing and monitoring Annual Budget.** Applicant should provide sample evidence of previous grants and/or funding proposals secured and managed under their direction, including development and monitoring of Annual Budget.
- 3. Demonstrated ability to hire and oversee qualified staff.** Applicant should provide sample evidence of experience related to the successful employment, management and motivation of staff members, and organizational teams.
- 4. Demonstrated ability to contribute to the organization's mission through collaboration and partnerships.** Applicant should provide sample evidence of direct efforts to utilize collaborations and partnerships to support organizational growth and success.

### **Residential Commute Requirement**

The selected applicant for this position will reside in Onslow County or within a 60-mile commuting radius of Jacksonville Station (1300 N Maine Boulevard), with the expectation to carry out the duties and responsibilities of the Executive Director on-site in Onslow County. Remote working is permitted by the Board of Directors under exigent circumstances, with pre-approval.

**Pre-Interview questions. Please answer the following questions with Black or Blue ink. Please ensure that all answers are clearly readable.**

1. Can you, with or without accommodation, perform this job within performance standards, be on time, and have good attendance. \_\_\_\_\_
  
2. If applicable, have you tested position or refused any Department of Transportation (DOT) drug or alcohol test in the past two (2) years. \_\_\_\_\_
  
3. If you are selected as a finalist for the position, may we contact present and previous employers as references? \_\_\_\_\_
  
4. Onslow United Transit System, Inc. is part of the County's Disaster Ready Team, tasked with the responsibility of transporting people to shelters during emergencies. Should the need arise for you to work during an event would this a present a problem for you, if so, please explain.

---

---

---

---

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of application

\_\_\_\_\_  
Date