

April 12, 2017

**DRAFT**

## **Burbank TMO**

### **Job Description of the Executive Director**

The Burbank Transportation Management Organization (herein after the "BTMO" or the "Company") is a non-profit organization working closely with the City of Burbank to support the City's provision of the highest level of commercial, financial, cultural and residential excellence. The organized effort by the BTMO's Board of Directors, Members and Executive Director to reduce traffic and enhance air quality contributes to Burbank's excellence.

BTMO programs target commuter traffic to, from and through Burbank and include: innovative transportation alternatives, creative parking management strategies and public-private transportation initiatives. BTMO activities include Member-specific as well as collective Member-wide planning and programming.

To assist a BTMO Member in reaching its annual trip/traffic reduction targets, the Executive Director must carefully consider each Member's mission and workforce. Also, by bringing together the BTMO's diverse membership, the BTMO is able to design and implement multiple-Member and Member-wide programs with significant cost savings through economies of scale.

#### **Executive Director: Job Description**

Reports to: Board of Directors

Working in partnership with the BTMO Board of Directors, the Executive Director is responsible for:

- The overall leadership of the BTMO, assuring quality, mission-driven programs and services;
- Effectively advocating traffic reduction and clean air programs and principles;
- Effectively securing the membership in the BTMO;
- Leading member company representatives and volunteers toward the achievement of the BTMO's mission and vision.

In this leadership role, the Executive Director is expected to perform the following duties with respectful, professional and ethical conduct.

#### **DUTIES AND RESPONSIBILITIES**

Organizational Management:

- In partnership with the BTMO Board of Directors, develops and implements short and long-range goals, objectives, plans and policies.
- Develops, implements and communicates programming specific to individual members as well as the entire BTMO membership, to achieve the vision and mission of the BTMO.
- Directly plans, coordinates, and manages BTMO operations and programs.
- Establishes and maintains an effective system of communication throughout the BTMO membership.
- Ensures the development and implementation of legally required documents, policies and guides.

**Fiscal Management:**

- Develops and submits fiscal budgets and on-going financial reports to the Board of Directors.
- Review BTMO operating results, compares them to established objectives and takes appropriate measures to correct any unsatisfactory results.
- Ensures the BTMO meets all regulatory, transparency, accountability and reporting requirements for government entities, members, Board and other stakeholders.
- Produces and sends membership billing- communicates with local, regional and national contacts.
- Recruits new members.
- Pays all of the BTMO bills.
- Performs all of the BTMO banking requirements and maintains records.
- Works closely with outside bookkeepers and tax experts regarding payroll and tax submissions.

**Public Relations/Resources Development:**

- Maintains working knowledge of significant developments and trends in the community and designs programs specifically related to traffic, transportation, development and related areas, and understand and create services to address those issues.
- Develops and maintains effective relationships with members, peer agencies, City of Burbank staff, and others.
- Develops strategies for mission-based programming to diversify and strengthen the BTMO objectives.
- Acts as the BTMO spokesperson to actively promote the BTMO mission and its value to/with BTMO members; BTMO members' employees, tenants, customers, visitors and vendors; the City of Burbank;

**EXECUTIVE DIRECTOR- ADDITIONAL DUTIES AND RESPONSIBILITIES****ADMINISTRATIVE**

1. Conducts research, prepares statistical reports, handles information requests
2. Performs clerical functions such as answering phones and email; preparing and sending written correspondence; arranging conference calls; scheduling, formally notifying and staffing BTMO Board and Membership meetings as well as special meeting with outside organizations or individuals.
3. Performs, filing, faxing, copying, mail preparation and posting and handling of all correspondence.
4. Prepares spreadsheet and special reports in Excel, Quicken, Powerpoint, etc.
5. All other clerical activity as is needed or required.

**Knowledge of:**

1. Organizational techniques
2. Principles of effective communication (verbal and written)
3. Strong knowledge of Quicken, MS Office, including Word, Powerpoint, Excel and Outlook; and
4. Business English usage including spelling and grammar.

**Compensation/Benefits:**

**Base Annual Salary:** \$100,000, with 2.5% increase after 12 months of service.

**Annual Performance Bonus:** Employee will be eligible for an Annual Performance Bonus that can range up to 15% of base salary based upon Employee's successful achievement of mutually agreed upon written goals and objectives, at the discretion of the Board.

After three months of employment and successful completion of the probationary period, employee will be entitled to participate in:

**Health Insurance:** Choice of Blue Cross- Classic HMO or \$20 CoPay PPO (or similar program). The TMO will pay up to \$600.00 of the monthly premium; employee pays any amount over \$600.00-deducted from salary.

Vision insurance available and is generally part of the \$600.00 maximum.

Dental insurance is not available. If employee does not participate in the plan or their premium is less than \$600.00, they do not receive the extra compensation.

After three months of employment and successful completion of the probationary period, employee will be entitled to participate in:

**401K Plan:** Employee may participate in a 401K Plan or similarly structured Simple IRA and can begin contributions after one year of service on the next allowable date, either January 1 or July 1, with dollar for dollar match from the company of up to \$5,000 per year.

**Personal/Sick Days:** Employee will be entitled to eight (8) paid personal/sick days per year—prorated per start date of employment.

**Vacation:** Vacation benefits are given upon completion of employee's first six months of service and prorated to December 31 of that year. Thereafter, each January 1, employees will receive two weeks' vacation for one to nine years of employment; three weeks' vacation after ten years of employment. Employees do not receive compensation for un-used vacation days.

**Holidays:** Seven paid holidays are: New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

**Pay Period:** Employees are paid on the 15<sup>th</sup> and the 30<sup>th</sup>/31<sup>st</sup> of each month. If those dates fall on a weekend or holiday, pay period will be on the Friday or Monday before or after those dates.

**Cell Phones:** Employees will receive a phone (smart phone) to be used for company business only. If employee damages or loses the phone, employee will be responsible for the replacement cost of the phone.

**Other Provisions of Employment**

**1.1 At-Will Employment**

It must be remembered that the continuing employment relationship is based upon the mutual consent of the employee and the Company. All employment with the BTMO is for an unspecified term and is "at-will". This means that the employment relationship between you and the Company may be terminated either by you or by the Company at any time, with or without notice, for any or for no reason, and with or without cause. Additionally, the terms of your employment at the Company, including but not limited to, promotion, demotion, discipline, transfer, compensation, benefits, duties, and location of work, may be

changed by the Company at any time, with or without notice, and for any or for no reason. Although other terms or conditions of employment may change, this at-will employment relationship will remain in effect throughout your employment with the Company. No employee or representative of the Company other than the Chairman of the Board has any authority to enter into an agreement to employ an employee for any specified period of time or to make any agreement inconsistent with the terms of this policy. This at-will nature of your employment relationship cannot be changed, modified, waived, or rescinded except by an individual written agreement signed by you and the President of the Company. Any verbal or written representations by anyone to the contrary are invalid and should not be relied upon by anyone.

## **1.2 Introductory Period**

During the first 90 days of employment with the BTMO, new employees are considered to be in an introductory or trial period. During this period, you will learn about the objectives and nature of our organization as well as the requirements of your job. During this same period, the Company can evaluate your performance, attendance and suitability for the position. The Company may choose to extend your introductory period as necessary to give you further opportunity to demonstrate your ability to do the job. If your introductory period is extended, you will be notified.

Employees are encouraged to ask questions whenever necessary to become better informed about their job and the BTMO.

Your employment is "at-will". You are free to resign at any time for any reason and the Company is free to terminate your employment at any time for any or no reason either during or after the introductory period of employment. Successful completion of the introductory period does not change or alter the "at-will" employment relationship. An employee will continue to have the right to terminate his or her employment at any time, with or without cause or notice, and the Company has the same right.