



Valley Metro Ad-Hoc Recruitment Committee

Date:
November 5, 2021

Meeting Starting Time
11:00 a.m.

Location:
Valley Metro
Webex/Board Room

**If you require assistance accessing the meeting please call
602.262.7433.**

In compliance with the Federal Transportation Security Administration's mask mandate, Valley Metro continues to require the use of face coverings in its facilities. Employees and guests must wear masks, regardless of vaccine status, in hallways, common areas, and any time social distancing cannot be maintained. If you are in a conference room where 6' distance cannot be maintained, masks are to be worn. We appreciate your cooperation in complying with this federal law.



Agenda

October 27, 2021

**Valley Metro
Ad-Hoc Recruitment Committee (AHRC)
Friday, November 5, 2021
Boardroom/Webex
Valley Metro, 101 N. 1st Avenue, 10th Floor
11:00 a.m.**

Action Recommended

1. Chief Executive Officer – Draft Job Description

1. For information and discussion

Gregg Moser, Krauthamer & Associates, will provide an overview of the draft Chief Executive Officer job description.

This is an information item only. Formal action will be taken at the November 18, 2021 Board meeting.

2. Chief Executive Officer – Draft CEO Advertisement

2. For information and discussion

Gregg Moser, Krauthamer & Associates, will provide an overview of the draft CEO advertisement.

3. Chief Executive Officer – Recruitment Timeline

3. For information and discussion

Gregg Moser, Krauthamer & Associates, will provide an overview of the Recruitment Timeline.

4. Next Meeting

4. For information

The next meeting of the AHRC will be **Thursday, December 16, 2021 at 11:15 a.m.**

Qualified sign language interpreters are available with 72 hours notice. Materials in alternative formats (large print or flash drive) are available upon request. For further information, please call Valley Metro at 602-262-7433 or TTY at 602-251-2039. To attend this meeting via teleconference, contact the receptionist at 602-262-7433 for the dial-in-information. The supporting information for this agenda can be found on our web site at www.valleymetro.org.



AHRC Information Summary

DATE

October 27, 2021

AGENDA ITEM 1**SUBJECT**

Chief Executive Officer – Draft Job Description

PURPOSE

To provide the Ad-Hoc Recruitment Committee (AHRC) an overview of the draft Chief Executive Officer job description.

COST AND BUDGET

None

RECOMMENDATION

This item is presented for information only. Formal action will be taken at the November 18, 2021 Board meeting.

BACKGROUND | DISCUSSION | CONSIDERATION

Gregg Moser, Krauthamer & Associates, conducted phone interviews with members of the AHRC and associated City Managers to garner input for the draft job description.

COMMITTEE PROCESS

None

CONTACT

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ATTACHMENT

Draft CEO Job Description



**Valley Metro Regional Public Transportation Authority
Chief Executive Officer**

Valley Metro is seeking an experienced, strategic, and innovative executive to lead the Authority as Chief Executive Officer (CEO). Located in Phoenix, Arizona, Valley Metro is the regional public transportation authority providing coordinated, multi-modal transit services to residents of Avondale, Buckeye, Chandler, El Mirage, Fountain Hills, Gilbert, Glendale, Goodyear, Maricopa County, Mesa, Peoria, Phoenix, Queen Creek, Scottsdale, Surprise, Tempe, Tolleson, Wickenburg and Youngtown.

Valley Metro's projected 2022 total budget is \$545.6m, consisting of a \$78.9 million operating budget and a \$466.7 million capital budget. With a core mission of "Connecting Communities and Enhancing Lives" Valley Metro plans, develops, and operates the regional bus and light rail systems and alternative transportation programs for commuters, seniors, and people with disabilities. Valley Metro is committed to providing safe, efficient, and reliable public transportation to all customers and its 18 member cities and Maricopa County.

In addition to its renowned and expanding light rail system, Valley Metro offers a variety of transportation alternatives including local, Express and RAPID commuter bus service, neighborhood circulator routes, on demand paratransit services, and commuter vanpool and carpool services. In total, Valley Metro operates 62 local bus routes, 21 Express/RAPID bus routes and 18 circulator routes in addition to its 26 miles of light rail serviced by 50 light rail vehicles. Valley Metro will also open the region's first streetcar line in Spring 2022. Valley Metro has over 430 employees and serves about 250,000 passengers daily.

Valley Metro is comprised of two separate legal entities and governed by two Boards of Directors. The Regional Public Transportation Authority (RPTA) Board consists of 19 members (representing 18 cities and Maricopa County) that set regional policy direction for all modes of transit except light rail. The Valley Metro Rail (VMR) Board consists of four cities (Phoenix, Tempe, Mesa, and Chandler) that sets policy direction for the high-capacity transit (light rail/streetcar) system. The two agencies operate jointly with one CEO and one organizational structure. Intergovernmental agreements between the agencies define the responsibilities of each agency in meeting the overall strategic mission, vision and goals for Valley Metro. The boards and the agency work to improve and regionalize the public transit system.

Offering multiple modes of transportation, Valley Metro is a community partner for local businesses, helping them meet Maricopa County's trip reduction goals. With over ninety percent of its fleet fueled by alternative sources, Valley Metro is committed to providing sustainable services to its riders.

The greater Phoenix region is a great place for families and professionals. Valley Metro offers robust bus services throughout the region and its light rail runs through the metropolitan corridor, providing a convenient connection for riders to the community, restaurants, nightlife, entertainment, and more. The light rail also connects riders from Arizona State University to downtown Phoenix.

The CEO, along with the Boards of Directors, will further the agency's goals in providing customers with a safe, efficient, and reliable total transit network. The CEO will work in a performance-driven, team-



oriented environment to seek innovation within the organization to support high quality customer service to its riders. Valley Metro is a leader in connecting communities and building a vibrant, sustainable region.

DUTIES AND RESPONSIBILITIES:

The CEO will perform his/her duties under the administrative direction of the Boards of Directors. The CEO will carry out the policy direction of the Boards of Directors and will oversee the day-to-day management and operation of the agency. The CEO will be responsible for the planning, design, construction, and operation of light rail and bus projects assigned to the agency by the member cities. Additionally, the CEO is authorized to retain and direct professional services work (lawyers, accountants, consultants, etc.), execute contracts and sign intergovernmental agreements that have been approved by the Boards of Directors and will have other duties and authority as directed by the Boards of Directors, the Board Chairs' or delegated through the Authority's Administrative Code and governance agreements.

In addition to other duties and responsibilities that may arise during the term of the CEO's employment at Valley Metro, the CEO will:

- Keep the Board abreast of all information, positive and negative, that has an impact on the Authority and community.
- Work closely, collaboratively, and transparently with the Boards of Directors on significant matters affecting the Authority's operations and policies.
- Plan, develop, and establish agency policies and objectives and assure compliance with all federal, state, and municipal laws.
- Establish metrics and programs for achieving agency-wide goals and objectives.
- Lead, manage, and direct the leadership team to execute on the Authority's numerous business objectives.
- Hire, direct and manage staff to implement the policies and direction of the Boards of Directors efficiently and effectively.
- Advance the Authority's mission to treat all customers and employees fairly and promote inclusion, diversity, and equality for all individuals.
- Oversee the development and implementation of policies and performance management programs by which employee performance can be evaluated.
- Provide leadership, vision, and direction to the management team and staff to work toward and achieve current and long-range goals and objectives.
- Be present, available, communicative, and collaborative with the Boards of Directors, employees, community partners, and other stakeholders in order to provide the highest level of customer service possible.
- Develop, direct, and enforce organizational policies and procedures to ensure coordination and collaboration among various divisions and departments.
- Continuously evaluate, monitor, track, and calculate the Authority's needs and sources of revenue.
- Prepare and present budget proposals to the Boards of Directors for approval.
- Exercise fiscal responsibility while developing and controlling annual operating and capital financial plans.



- Oversee and closely monitor activity reports and financial statements, including audits, to determine the progress and status of the Authority's financial wellbeing.
- Make sound data-driven business decisions in response to metrics in order to increase efficiencies and deliver high quality customer service.
- Seek alternative sources of revenue, staying informed of potential federal, state, and local funding availability. Lead in securing additional funding for services which further the Boards of Directors' goals and vision.
- Ensure that the appropriate staffing and resources are available to adequately carry out the provision of the Public Transportation Agency Safety Plan (PTASP) and delegate responsibility for the management of the Valley Metro PTASP to the Director of Safety, Security, & Quality Assurance.
- Ensure affordable, safe, and secure services for all customers.
- Evaluate, monitor, plan, and adjust operational services to meet the needs of the community and its customers in line with the Boards of Directors' direction.
- Serve as a leader in advancing the region's mobility agenda and work collaboratively with various regional partners to coordinate significant projects and programs that will further the region's mobility plan.
- Provide oversight of the Authority's multi-modal planning and programming efforts, including identifying major priorities and establishing goals and strategies that ensure the success of major transportation improvements.
- Serve as the primary contact with the Federal Transit Administration, city, regional, state, and federal elected officials on all agency matters.
- Oversee a sound business operation with strong human resources, government relations, procurement, and other administrative functions.
- Serve as the Authority's primary congressional liaison with Congress and the State of Arizona for ongoing transit funding needs.
- Establish and maintain good working relationships with the Boards of Directors, the Authority's 19 member cities, employees, elected officials, local businesses, residents, community groups, and other stakeholders.
- Provide positive representation of Valley Metro to the media as well as in public meetings.
- Take initiative, reason logically, and be creative in developing and introducing new ideas and alternative solutions for complex issues and problems.
- Oversee a large and complex capital and maintenance program and provide oversight of significant bus and rail operations.
- Promote alternative technologies and services that advance mobility solutions to provide better transit access for riders.
- Take calculated risks and think outside-the-box to provide the best service possible to customers.
- Facilitate conversations among member cities to increase accessibility and ensure equitable transit solutions for the entire region.
- Promote the Authority, its services, brand, and image to the community in order to increase ridership.
- Identify micro-transit solutions that may provide better accessibility to rural or more remote communities that are not adequately served by traditional modes of transit.



- Carry out other duties and responsibilities as necessary to perform the duties of the CEO and as assigned by the Boards of Directors.

KNOWLEDGE AND SKILLS:

The incoming CEO should possess or be capable of quickly learning the following knowledge and skills:

- Local, state, and federal laws, regulations, and procedures governing public transit systems.
- Current issues, trends, and local/national political sensitivities of bus and high capacity transit systems.
- Principles and practices of budget preparation, administration, and cost control in a service industry, preferably rail service.
- Organizational and administration management skills to effectively and efficiently lead a highly complex multi-million-dollar agency.
- Working within a union environment, managing a unionized workforce, and negotiating union contracts and grievances.
- Negotiate large complex contracts with community and business partners.
- Work with elected officials, local businesses, and community partners to provide services to their communities that are equitable, sustainable, and accessible.
- Transportation policy issues especially as related to bus, high capacity transit and paratransit services.
- Strong, transparent communication and interpersonal skills.
- Establish and maintain working relationships with elected officials, executive managers, transit constituencies, and all agency stakeholders.
- Collaborate with regional communities to advance regional sales, gas, or other tax initiatives.
- Exceptional collaborative leadership skills.
- Transparent neutral communication to all parties and willingness to bring positive and negative information to light despite the reasons.
- Calculated risk taker who makes sound business decisions based upon metrics and research.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

The ideal candidate will possess a Bachelor's Degree in Public or Business Administration, or related field, and ten or more years of executive level management experience in the public or private sector for an organization with similar complexity to Valley Metro; or an equivalent combination of education and experience sufficient to successfully perform the duties associated with this position. A Master's Degree in Public Administration or Business is preferred. Prior executive transit management experience in a regional transportation authority is strongly desired.

HOW TO APPLY:

For more information or to submit a cover letter and resume, please contact Gregg Moser, gmoser@kapartners.com.



AHRC Information Summary

DATE

October 27, 2021

AGENDA ITEM 2**SUBJECT**

Chief Executive Officer – Draft CEO Advertisement

PURPOSE

To provide the Ad-Hoc Recruitment Committee (AHRC) an overview of the draft CEO advertisement.

COST AND BUDGET

None

RECOMMENDATION

This item is presented for information only.

BACKGROUND | DISCUSSION | CONSIDERATION

Gregg Moser, Krauthamer & Associates, will reivew the draft CEO advertisement.

COMMITTEE PROCESS

None

CONTACT

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ATTACHMENT

Draft CEO Advertisement



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Chief Executive Officer**

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In addition to its renowned and expanding light rail system, Valley Metro offers a variety of transportation services including local, Express and RAPID bus service, neighborhood circulator routes, on demand paratransit services, and commuter vanpool and carpool services. In total, Valley Metro operates 62 local bus routes, 21 Express/RAPID bus routes and 18 circulator routes in addition to its 26 miles of light rail serviced by 50 light rail vehicles. Valley Metro will also open the region's first streetcar line in Spring 2022. Valley Metro has over 430 employees and serves about 250,000 passengers daily. With over ninety percent of its fleet fueled by alternative sources, Valley Metro is committed to providing sustainable services to its riders.

Valley Metro is comprised of two separate legal entities and governed by two Boards of Directors. The Regional Public Transportation Authority (RPTA) Board consists of 19 members (representing 18 cities and Maricopa County) that set regional policy direction for all modes of transit except light rail. The Valley Metro Rail (VMR) Board consists of four cities (Phoenix, Tempe, Mesa, and Chandler) that set the policy direction for the light rail/high-capacity transit system.

DUTIES AND RESPONSIBILITIES:

The CEO will work collaboratively with the Boards of Directors and all Valley Metro employees to further the agency's goal of providing customers with a safe, efficient, and reliable total transit network. The CEO will foster a performance-driven, team-oriented environment and encourage innovation within the organization to provide high quality customer service to its riders. Valley Metro is a leader in connecting communities and building a vibrant, sustainable region. The CEO and Valley Metro will serve as crucial community partners to the greater Phoenix region.

The CEO will be responsible for the planning, design, construction, operation and maintenance of the regional transit system, including light rail and bus projects assigned to the agency by the member cities. In addition to other duties and responsibilities that may arise during the term of the CEO's employment at Valley Metro, the CEO will work closely, collaboratively, and transparently with the Boards of Directors on significant matters affecting the Authority's operations and policies in accordance with all federal, state, and municipal laws. The CEO maintains and establishes a sound business operation with strong



human resources, government relations, procurement, and other administrative functions. This includes oversight of a large and complex capital and maintenance program and significant bus and rail operations.

The CEO is also responsible for building strong partnerships with the community and stakeholders to further the agency's goals, increase accessibility and regional access, and implement innovative solutions. This includes being present, available, communicative, and collaborative with the Boards of Directors, employees, community partners, and other stakeholders in order to provide the highest possible level of customer service. The CEO serves as the face of the Authority, promoting its services, brand, and image to the community in order to increase ridership, facilitate conversations among member cities to increase accessibility and ensure equitable transit solutions for the entire region, and serves as the Authority's primary liaison with Congress and the State of Arizona for ongoing bus and light rail funding needs.

The CEO will provide leadership, vision, and direction to the management team and staff to work toward and achieve current and long-range goals and objectives. The CEO oversees the Authority's multi-modal planning and programming efforts, including identifying major priorities and establishing goals and strategies that ensure the success of major transportation improvements. Additionally, the CEO is responsible for Valley Metro's operating and capital budget, exercising fiscal responsibility, monitoring financial reports including audits, preparing budget proposals, and seeking alternative funds and resources to ensure affordable, safe, and secure services for all customers.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

The ideal candidate will possess a Bachelor's Degree in Public or Business Administration, or related field, and ten or more years of executive level management experience in the public or private sector for an organization with similar complexity to Valley Metro; or an equivalent combination of education and experience sufficient to successfully perform the duties associated with this position. A Master's Degree in Public Administration or Business is preferred. Prior executive transit management experience in a regional transportation authority is strongly desired.

HOW TO APPLY:

For more information, to obtain the full position description, or to submit a cover letter and resume, please contact Gregg Moser, gmoser@kapartners.com.



AHRC Information Summary

DATE

October 27, 2021

AGENDA ITEM 3**SUBJECT**

Chief Executive Officer – Recruitment Timeline

PURPOSE

To provide the Ad-Hoc Recruitment Committee (AHRC) an overview of the Recruitment Timeline.

COST AND BUDGET

None

RECOMMENDATION

This item is presented for information only.

BACKGROUND | DISCUSSION | CONSIDERATION

Gregg Moser, Krauthamer & Associates, will reivew the Recreuitment Timeline for the Executive Search.

COMMITTEE PROCESS

None

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ATTACHMENT

Recruitment Timeline

VALLEY METRO CEO EXECUTIVE SEARCH TIMELINE

The following is an anticipated timeline for the recruitment of Valley Metro's CEO. The dates below are subject to change for unforeseen scheduling obstacles.

October 12, 2021-October 31, 2021

- K&A schedules meetings with individual ad-hoc committee members and city managers and a meeting ad-hoc committee to discuss position description, timeline, advertising/ budget, compensation, confidentiality, stakeholder engagement (if any) and recruitment.
- K&A will utilize feedback to revise a draft position description to be approved by the Board of Directors. Final position description to be posted by November 18, 2021.

November 1, 2021-December 31, 2021

- K&A will advertise the CEO position in relevant industry publications.
- K&A will conduct research, network and identify, recruit and interview prospective candidates.
- K&A will contact stakeholders as directed by the ad-hoc search committee (if desired).
- K&A will keep the ad-hoc search committee and city managers informed about market feedback, candidate interest and general information pertaining to prospective candidates.
- K&A will interview, vet and qualify candidates for the CEO position.

Week of January 10, 2022

- K&A will present a long list of candidates for the ad-hoc search committee and city managers to review and consider for interviews.
- The ad-hoc search committee will select approximately 4-6 candidates for interviews.

Week of January 17th or 24th, 2022

The ad-hoc search committee and city managers will interview approximately 4-6 candidates in a first round of interviews and then select approximately 2-3 finalist candidates for a second/final round interview with the Board.

- K&A will conduct finalist references and any background checks.

Week of January 31st or February 7th, 2022

- Finalist candidates will be interviewed by the Board.
- The Board will select a candidate to enter into contract negotiations.
- K&A and the Board chair will begin contract negotiations with the candidate.

Remaining weeks of February 2022

- Board chair, K&A and candidate negotiate terms of contract.

On or before March 1, 2022

- Board votes on CEO and contract.

Candidate starts on or around April 1, 2022