



**EXECUTIVE DIRECTOR  
APPLICATION PACKET**

**Application Due Date: 5:00 PM** (postmarks are not accepted)  
**May 14, 2010**

**Application Delivered, Mailed, or Emailed to:**

**Howard P. Schesser  
Community Development Director  
400 Main St  
Cottage Grove, Or 97424**

**Email: [cddirector@cottagegrove.org](mailto:cddirector@cottagegrove.org)**

*FAXED APPLICATIONS WILL NOT BE ACCEPTED*

**EQUAL OPPORTUNITY EMPLOYER**



## **INSTRUCTIONS**

- 1. In order to apply please submit a completed Executive Director Application with the following:**
  - Signed Supplemental #1 -
  - Completed Supplemental #2 – Additional Questions
  - Resume
  - References
- 2. Deliver, Mail or Email the completed Application so that it is received by 5:00 PM, Friday May 14, 2010 to the following address:**

**Howard P. Schesser  
Community Development Director  
400 Main St  
Cottage Grove, Or 97424**

**Email: [cddirector@cottagegrove.org](mailto:cddirector@cottagegrove.org)**

**Faxed application will *not* be accepted.**

**Attachments:            Executive Director Job Description  
                                 Executive Director Application  
                                 Supplemental #1  
                                 Supplemental #2**

***Questions?* Contact Howard Schesser at 541-942-3340 or email at the above address.**

EQUAL OPPORTUNITY EMPLOYER. SLW is an equal opportunity employer. It is the policy of SLW to seek and employ the best qualified personnel and to provide equal opportunity for the advancement of employees and to administer all of our personnel policies in a manner that will not discriminate against any person because of race, color, religion, age, sex, martial or veteran status, national origin, ancestry, disability, on-the-job injuries, or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business.

## Executive Director

### POSITION SUMMARY

The Executive Director will serve as the chief administrator of South Lane Wheels (SLW) responsible for the management and direction of the organization. The Executive Director will report to a 9 member Board of Directors. The Executive Director is responsible for the overall planning, organizing and implementation of all services of SLW. The Executive Director must effectively administer SLW within the laws of the State of Oregon and the policies adopted by the Board of Directors. This individual is held accountable for the financial integrity of the SLW.

### ESSENTIAL FUNCTIONS, DUTIES & RESPONSIBILITIES:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by the Executive Director. The functions, duties, and responsibilities may include, but are not limited to the following:

- ~ Supervising all accounting, clerical, dispatching, and support functions.
- ~ Hiring, training and supervising personnel within the mandates of Oregon State and federal statutes.
- ~ Creating and implementing SLW vehicle and equipment maintenance schedules and providing security measures for all SLW property.
- ~ Developing and proposing to the Board of Directors, major programs and new policy needs or changes.
- ~ The Executive Director provides ongoing short-range and long-range planning for the improvement and expansion of the SLW transportation program.
- ~ Planning, developing, administering, and coordinating transit programs designed to meet the needs of the public, the elderly and as required by the Americans with Disabilities Act (ADA).
- ~ Seeking out grants available for the funding of capital projects, equipment and operating needs, and presenting information to the Board of Directors on applicable grants in a timely manner. The Executive Director prepares grant applications in accordance with government agency regulations and grant requirements and monitors progress of grant-funded programs through to completion.
- ~ Becoming familiar with, and complying with, current Oregon State Budget Law and Generally Accepted Accounting Principles (GAAP). The Executive Director shall maintain a system of accounting, which accurately shows the financial condition of SLW at all times. The Executive Director shall ensure secure handling of and accounting of all monies received, including petty cash.

- ~ Purchasing goods and services, as provided in the SLW purchasing policies and Oregon Revised Statutes. The Executive Director shall sign goods and services contracts within the limits authorized by the Board of Directors.
- ~ As the Chief Financial and Budget Officer, prepare annual budget proposals and submit them to the Board. The Executive Director is responsible for budget administration after adoption, including post-adoption reports submitted to the appropriate government agencies.
- ~ Complying with all county, municipal, state, and federal laws, and all resolutions, policies, rules, regulations, contracts, and agreements applicable to SLW.
- ~ Maintaining mutually beneficial relationships with county, cities, state and federal agencies and departments, associations, organizations, vendors and contractors.
- ~ Administering and enforcement of SLW policies as adopted by the Board of Directors.
- ~ Developing and administer a safety program covering all SLW operations. The Executive Director shall seek out the most cost-effective insurance programs, and provide risk management.
- ~ Coordinating the printing of all documents, including but not limited to, public relations articles, brochures, schedules, tickets, driver envelopes, letterhead stationery, and envelopes.
- ~ Representing SLW on boards, committees, and task forces as authorized by the Board. The Executive Director shall make public speaking appearances to inform Lane County residents of the availability and benefits of SLW transportation services.
- ~ Monitoring, supporting and guiding the work of SLW advisory committees in order to ensure the timely conclusion of their assigned task. The Executive Director is responsible for recruitment of committee and task force members, and for bringing all committee recommendations to the Board of Directors.
- ~ The SLW Board of Directors may, from time to time, designate performing other duties, and carrying out other responsibilities.
- ~ Serving as project manager for facility development projects from the planning phase through design, contract awards, and construction.

## REQUIREMENTS

- ~ Must be bondable
- ~ Must maintain Oregon Driver's License in good standing. Must be able to obtain an Oregon CDL with passenger endorsement for transit within six (6) months from the date of hire.
- ~ Must be capable of promoting public and employee trust and confidence.
- ~ Must not simultaneously act as Executive Director and as a SLW Board member.
- ~ Must be personally subject to drug policies and all other SLW personnel policies.

## PHYSICAL REQUIREMENTS

Majority of the work is performed in an office environment, will require bending, hearing voice conversations, keyboarding, lifting up to 40lbs, pushing, reaching and walking. A considerable amount of sitting is required. Occasionally the work will require riding or operating the buses and being in the field to observe delivery of services.

## REQUIRED EDUCATION AND EXPERIENCE

- A combination of education and experience that includes financial management, business administration, and leadership training sufficient to acquire the knowledge, ability and skills necessary to perform the duties and responsibilities of this position.
- Knowledge of principles associated with small city transit management.
- Knowledge of and experience with grant writing process, including grant preparation, proposals, and management.
- Demonstration of strong communication skills with peers, public officials, Board of Directors, and employees.
- Ability to supervise, delegate work requirements and to motivate employees.
- Formal education at either college or continuing education level in transit management, business management or related field.
- Experience and ability to manage a program in a non-profit environment is desired.

## Hours of Work

This position works a minimum of forty (40) hours per week. Additionally this employee must attend monthly Board meetings and/or other meetings or gatherings as directed by the Board or to meet the needs of SLW.

## Wages and Benefits

\$45,000 - \$55,000 year depending on experience.

## EQUAL OPPORTUNITY EMPLOYER

SLW is an equal opportunity employer. It is the policy of SLW to seek and employ the best qualified personnel and to provide equal opportunity for the advancement of employees and to administer all of our personnel policies in a manner that will not discriminate against any person because of race, color, religion, age, sex, marital or veteran status, national origin, ancestry, disability, on-the-job injuries, or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business.

# EXECUTIVE DIRECTOR EMPLOYMENT APPLICATION

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Last Name      First Name      Initial      Date of Application / Date Available

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Street Address      City      Residence Telephone      Alternative Telephone

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Are you 18 years of age or older?    Yes       No      Are you authorized to accept employment in the United States? (Successful applicants will be required to prove identity and eligibility for employment)    Yes       No

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**RELATIVES/FRIENDS:** Qualified relatives/friends are eligible for employment except in unusual situations where we need to avoid possible conflicts of interest. Do you have any relatives/friends who currently work for South Lane Wheels?    Yes       No

If yes, state name(s): \_\_\_\_\_

**QUALIFICATIONS:** Please list any education, training and/or specialized experience (such as schools; colleges; degrees; licenses; vocational, technical or military experience; hobbies, etc.) you feel would help you perform the work for which you are applying:

DEGREES, LICENSES, RELEVANT EDUCATION OR TRAINING      WHERE DID YOU ACQUIRE IT

High School \_\_\_\_\_

College or Vocational \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**CRIMINAL RECORD:** Have you ever been CONVICTED, pled GUILTY, NO CONTEST or FORFEITED BOND OR BAIL for any crime other than traffic violations?    Yes       No

If yes, give details: \_\_\_\_\_

\_\_\_\_\_

Last Name \_\_\_\_\_

**DRIVING POSITIONS:** Have you ever been convicted, pled guilty, no contest or forfeited bond or bail for any traffic violation in the past three years?  Yes  No

If yes, give details: \_\_\_\_\_

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**IN CASE OF EMERGENCY NOTIFY:** NAME \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

**CPR CARD:**  Yes  No **FIRST AID CARD**  Yes  No

**CDL :**  Yes  No **If yes, what endorsement?** \_\_\_\_\_

**EMPLOYMENT EXPERIENCE:** Please account for all periods of employment, by month/year, including any self-employment and U.S. military service for the last 10 years. Start with your latest employment. Do not write "See Resume".

Present or Last Employer	Phone	Address	
Supervisor	Hire Date	Date Left	Starting Pay Final Pay
Job Title/Job Duties			Reason for Leaving

Present or Last Employer	Phone	Address	
Supervisor	Hire Date	Date Left	Starting Pay Final Pay
Job Title/Job Duties			Reason for Leaving

Last Name \_\_\_\_\_

Present or Last Employer	Phone	Address	
Supervisor	Hire Date	Date Left	Starting Pay      Final Pay
Job Title/Job Duties			Reason for Leaving

Present or Last Employer	Phone	Address	
Supervisor	Hire Date	Date Left	Starting Pay      Final Pay
Job Title/Job Duties			Reason for Leaving

For additional employment list on separate paper and attach to the application. Please put your last name on the top of the page.

***CERTIFICATION***

**I certify the above information to be TRUE and COMPLETE.**

Signature \_\_\_\_\_ Date: \_\_\_\_\_



Last Name: \_\_\_\_\_

**Supplement #1**  
**APPLICANT'S STATEMENT (Verification & Signature):**

Please indicate that you have read and that you understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.

\_\_\_\_ I certify that this application was completed by me and it, as well as all other information provided during the application process is TRUE and COMPLETE to the best of my knowledge. In the event of placement, I understand that false, misleading or omitted information in the application process may result in discharge.

\_\_\_\_ I authorize investigation of all statements contained in this application as may be necessary in arriving at a placement decision and release from liability all persons providing information about me as part of the investigation.

\_\_\_\_ I understand that do to the nature of the job, as a condition of employment, a background check will be conducted.

\_\_\_\_ I understand and agree that nothing contained in this application, or conveyed during the interview , is intended to create a placement contract. I further understand and agree that if I am hired, my placement will be at will and without fixed term, and may be terminated at anytime, with or without cause and without prior notice, at the option of either the SLW or myself. No promises regarding employment or placement have been made to me, and I understand that no such promise or guarantee is binding upon the SLW unless made in writing by an authorized individual.

\_\_\_\_ I understand, that according to federal law, all individuals who are hired must, as a condition of placement produce certain documentation to very their identity and united States citizen status, or their legal authorization to work in the United States.

\_\_\_\_ I understand that as a condition of placement my name will be checked against names on the federal "Excluded Parties Listing System" to ensure that I have not been debarred, suspended, ineligible, or voluntarily excluded from participating in federally-funded transactions.

\_\_\_\_ I understand that I may be required to pass a pre-placement drug screening test before starting work, and if I am hired, a condition of my placement will be that I abide by the SLW Drug and Alcohol Policy.

\_\_\_\_ I understand that filling out this form does not obligate SLW to hire. If hired, I agree to abide by all SLW work rules, policies and procedures.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Last Name: \_\_\_\_\_



**SUPPLEMENT #2**

**SUPPLEMENTAL QUESTIONS**

**Instructions:** Please answer the following questions and do not exceed 800 words for each answer.

1. What are your management experiences with a non-profit agency?
2. What is the role of a non-profit Board of Directors?
3. What is your experience in managing budgets?
4. What is your grant writing experience?
5. What do you think the important factors and skills are in order to build an effective team?