

Administrator – Berkshire Regional Transit Authority

The Berkshire Regional Transit Authority (BRTA) is seeking a full-time Administrator to perform highly responsible administrative and supervisory work in directing and overseeing programs, personnel, contractors, and fiscal affairs in managing the daily operations of the Transit Authority

The BRTA is located in Western Massachusetts with a daily service area as large as Rhode Island. Bordered by Vermont, New York, and Connecticut, BRTA provides fixed route bus and paratransit services six days a week with limited evening service.

As the ‘Face of the Agency’, the Administrator must possess the following vital characteristics:

- **Leadership:** Proven ability to effectively guide, inspire, and influence others towards a common goal. Proven display of empathy, resilience, ability to motivate others and communicate a clear vision.
- **Integrity and Responsibility:** As fiduciary of Local, State, and Federal funds the Administrator must act with integrity, honesty, and respect, taking ownership of actions and results, both positive and negative and serving as mentor for the entire agency to act in this manner.
- **Communication:** Ability to clearly communicate information, and respond to questions from government agencies, political and community groups, staff, and the general public. Ability to read, analyze and interpret technical procedures and government regulations. Ability to write reports, business correspondence and technical reports (i.e. RFP, NTD, etc.). Develop and maintain relationships with varied organizations and individuals (customers, community, political, State and Federal regulatory bodies).
- **Resiliency:** Ability to bounce back from setbacks and challenges, demonstrating perseverance and adaptability.

Job Description

- Oversee all operational functions related to a public transit system, directing contracted Operating Company toward Agency goals.
- Develop, comprehend, and present annual and long-range budgets with variances to the Advisory Board and other reporting agencies. An understanding of General and Governmental accounting is necessary. Monitor contracts to ensure achievement of goals within available resources.
- Direct, develop, train, and delegate duties to staff (currently 5).
- Develop and maintain relationship with Advisory Board.
- Complete time-sensitive State, Federal reporting activities (State MOU requirements, NTD, Federal Drug and Alcohol reporting, etc).
- Oversee and complete, Local, State, and Federal regulatory requirements, keeping abreast of changes.

Candidate must possess a Bachelor's Degree in Business Administration/Public Administration or related field (Master's Degree is preferred) with at least five years of progressively responsible management and administration, financial management, grant management, and contract management experience. Salary range \$140,000 - \$160,000.

Interested candidates should submit a cover letter outlining their qualifications and interest in fulfilling this leadership role along with a current resume no later than 11AM local time on June 30, 2025 to: **BRTA Administrator Search Committee, 1 Columbus Avenue, Suite 201, Pittsfield, MA 01201** or email information to info@berkshirerta.com