



## **Pupil Transportation Safety Institute**

*Moving School Transportation from Safe to Safer!*

**Job Title:** Managing Director

**POSITION:** Full Time

**Reports To:** President of the PTSI Board

**FSLA** Exempt

**Date:** 11/8/2022

### **OVERVIEW OF PTSI:**

PTSI is a 501(c)(3) organization committed to delivering to the school transportation community the highest quality training materials and support to allow its clients to exceed their respective safety missions. We are a leading provider of school transportation training resources to public and/or private agencies and organizations. PTSI provides a broad range of safety and management training services to school transportation carriers in New York and other states throughout the U.S.

### **PTSI's primary areas of service are:**

- Consultation services for school districts and contractors.
- Program development and evaluative studies for state agencies.
- Training resources for school transportation managers, instructors, drivers, and students.

### **POSITION SUMMARY:**

Currently the Managing Director will be responsible for managing up to **seven staff members** who are responsible for all aspects of the internal activities, headquarters office and field operations of PTSI. This position will also oversee the external activities of the organization in all contracts and communications with consultants, local, state, and federal agencies, and trade associations as appropriate.

### **EDUCATION, LICENSE, CERTIFICATION, EXPERIENCE and SKILLS REQUIREMENTS:**

#### **Education:** *(Preferred, but not required)*

- Bachelor's Degree or higher in any of the following:
  1. Business Management or
  2. Related fields
- Course work in accounting practices
- Course work in business law

#### **License:**

- Hold and maintain a Valid Driver License
- Meet and comply with PTSI's Motor Vehicle Insurance Requirements

#### **Certifications:**

- Must be able to become bonded

**Experience/Knowledge:** *(Preferred, but not required)*

- Five or more years' experience in a leadership and/or management role
- Experience in writing Proposal and Request for Proposals (RFP)
- Experience in creating successful office management and public relations
- Knowledge in developing budgets, financial planning and strategy

**Skill Set:**

- Exceptional communication skills both written and verbal
- Self-motivated and self-starter
- Strong Statistical Analysis skills
- Ability to initiate and monitor several simultaneous projects
- Ability to effectively work with all staff
- Excellent organizational, project management and problem-solving skills
- Ability to manage confidentiality without exception and exercise outstanding judgment

**ESSENTIAL DUTIES & EXPECTATIONS:**

**General Activities: – 60%**

- Effectively manage PTSI's headquarters office, field staff, contracts, and/or agreements
- Conduct all activities in a professional, business manner
- Adhere to the PTSI Code of Ethics and comply with all policies
- Assess customer base identifying largest customers, customer saturation by state, etc.
- Travel whenever and wherever necessary.
- Grow PTSI business; increase profits and increase visibility of PTSI to a broader audience
- Strengthen PTSI's reputation of excellence for safety programs and product development
- Establish and maintain professional relationship with all appropriate NY State agencies and trade association staff as appropriate
- Recruit and select new staff and consultants
- Manage paperwork for new hires and terminations
- Manage staff performance including evaluations, disciplinary action, and feedback for direct reports
- Resolve disputes and grievances among staff
- Monitor and manage daily staff absences
- Manage and ensure employee personnel files are maintained and current
- Oversee vendor communication between departments
- Manage and oversee customer requests, inquires, complaints and provide follow-up
- Perform other duties as assigned by the Board of Directors

**Policies and Procedures Activities: – 10%**

- Evaluate existing policies and procedures and update as necessary
- Design and implement procedural improvements
- Communicate changes in policies and procedures to staff and board members
- Ensure adherence to policies and procedures by staff members

**Budget Activities Oversight: – 10%**

- Consult with Financial Specialist regarding financial decisions related to the health of the organization
- Advise the Financial Specialist as necessary in the development of the annual budget
- Monitor annual budget projections

- d. Assess all product lines and rate performance
- e. Assess anticipated revenues and expenses related to contracts and agreements throughout the year
- f. Make decisions regarding large organizational purchases and expenses to maximize budget efficiencies

**Accounting Activities Oversight: – 20%**

- a. Monitor staff expense and board reports
- b. Ensure that all staff time records are accurate and enforced
- c. Assist in preparing and maintaining budget
- d. Monitor bookkeeping system through monthly financial reports
- e. Monitor accounts receivable and accounts payable
- f. Follow up with appropriate staff on overdue accounts
- g. Monitor account reconciliations with Financial Specialist
- h. Monitor credit card account(s)
- i. Advise staff on all expenditure restrictions as necessary
- j. Review and authorize all consultant and employee expense records for reimbursement
- k. Review all aged receivables, providing intervention when appropriate
- l. Review all PTSI account receivable records and deposits

**DIRECT REPORTS:**

- The Managing Director reports to the President of the PTSI Board of Directors

**REPORTING PROCESS:**

- A documented activity/progress report (including budget detail when appropriate) shall be submitted to the PTSI President as requested

**PERFORMANCE REVIEW PROCESS:**

- A performance appraisal shall be conducted quarterly during the first year and at least once annually thereafter by the President of the Board of Directors

**CURRENT OFFICE LOCATION:**

- Syracuse, New York

**SALARY, BENEFITS AND FINANCIAL INCENTIVE PLAN:**

- Annual starting salary for this position is \$103,000 depending on qualifications
- Benefits as per PTSI policy, e.g., Health Plan, Sick Leave, Paid Vacation Days
- Financial Incentive plan to be based on new business growth this position generates. After the first year of employment is completed, may be eligible for a percentage of incentive pay (as determined by the PTSI Board of Directors) of new business profit on net revenue generated

**PRE-EMPLOYMENT AGREEMENT:**

- Must be signed as a condition of employment

**PROBATIONARY PERIOD:**

- One year from the date of employment