

Spokane Transit Authority  
1230 West Boone Avenue  
Spokane, WA 99201-2686  
(509) 325-6000

**SPECIAL STA BOARD MEETING**

**Friday, February 7, 2025, 12:00 pm – 1:00 pm**

**Virtual Via Teams Link below**

*In-Person Viewing Option will be available at*

Spokane Transit Authority  
1230 W Boone Avenue  
Spokane, WA 99201

**AGENDA**

*Estimated meeting time: 60 minutes*

1. Call to Order and Roll Call (*Chair*)
2. Discussion and action on the following items:
  - a) Preferred Candidate Profile
  - b) Job Description
  - c) Salary Range
  - d) Selection process
    - i. Role of CEO Search Task Force in selection process

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**[Join the meeting now](#)** via this link

Meeting ID: 291 891 294 66

Passcode: Qt7UD2YU

**Dial in by phone** [+1 509-824-1714,65576622#](tel:+1509824171465576622) United States, Spokane

Phone conference ID: 655 766 22#

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*Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see [www.spokanetransit.com](http://www.spokanetransit.com). Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.*

**Chief Executive Officer**  
Spokane Transit Authority  
Spokane, Washington

Spokane Transit Authority (STA) seeks to fill a formative position - Chief Executive Officer. This executive leadership position provides organizational leadership, management, and vision for all departments of STA using a constructive and energetic value-based style that will transform the region's expectations of public transportation.

STA provides safe, inclusive, convenient, and efficient public transportation services through fixed route service, Paratransit service, and Rideshare to the cities of Airway Heights, Cheney, Liberty Lake, Medical Lake, Millwood, Spokane and Spokane Valley, and parts of the unincorporated County. As leaders in transportation and a valued partner in the region's social fabric, economic infrastructure, and quality of life, the organization prioritizes safety, community trust, outstanding customer service, organizational success, and financial stewardship.

With direction from the Board of Directors, the CEO is responsible for providing supervision to STA's executive team as well as the Ombudsman & Accessibility Officer and the Executive Assistant to the CEO. Essential functions include leading the organization in providing cost-effective, consumer-responsive, and efficient transit services to citizens of the service area; representing STA to the public; monitoring and approving annual budgets, legislative issues, bargaining agreements, and seven-year Transit Development Plans; overseeing major capital projects; providing exceptional staff support and serving as a liaison for the Board of Directors; functioning as a hearing officer on personnel and employment matters; and promoting and advancing STA's Equal Employment Opportunity Plan.

This position requires a bachelor's degree with emphasis in management and leadership as well as 10 years of increasingly responsible experience in the management of a high-profile public or private corporation. A master's degree is highly desirable; a combination of education and experience may be considered as a substitute for an advanced degree. The target annual salary range for this position is \$250,000 to \$300,000.

This is an excellent career opportunity with attractive compensation and equal opportunity. STA values diversity at all levels of its workforce – diverse candidates are encouraged to apply. To be considered, please visit <https://jobs.kl2connects.com/Jobs/Current>, select the STA listing, and upload a letter of interest, resume, salary expectations, and four (4) to five (5) professional references (preferably supervisory and including each reference's name, title, email, phone, and relationship to you.) STA values equal opportunity at all levels; diverse candidates are encouraged to apply. For additional information on this exciting opportunity, please connect with KL2's Celia Kupersmith at [Celia@KL2connects.com](mailto:Celia@KL2connects.com).

**KL2 Advertising Plan**

This dynamic plan may be augmented during the search. Ad will be placed in the following media:

- Transit Talent
- LinkedIn
- COMTO
- LIT
- WTS

- Washington State Transit Association (WSTA)

In addition, KL2 principals will:

- Post the position to the KL2 website
- Perform direct and targeted outreach to the KL2 candidate database
- Perform direct and targeted outreach within their professional networks

## LEADERSHIP PROFILE: SPOKANE TRANSIT CEO

### *The Ideal Candidate*

STA is seeking an exceptional professional with a proven track record of success. Experience in the transit industry (including paratransit) is strongly preferred, and exposure to all transit modes is also desirable. A deep commitment to customer service for both transit users and other stakeholders is paramount. The ideal candidate will be a confident, innovative, growth-oriented, relationship builder who exercises good judgment; demonstrates intellectual curiosity and executive presence; and possesses a deep understanding of how to unify and achieve consensus in a politically diverse region and work successfully with a large and diverse Board of Directors.

This individual will be strategic-minded and politically astute, able to work with a diversity of opinions and ideas among board members, and learn quickly, building on the successes of STA to date. They will be agile and able to adapt strategies to meet STA goals. They will also be principled and resolute, providing professional recommendations and supporting positions that are conducive and necessary to the organization's well-being. They will have the strength and focus to carry out Board-approved programs and policies and not be sidetracked unnecessarily.

As STA is a debt-free organization, this candidate must have strategic and financial planning expertise to ensure that STA continues to be a fiscally responsible organization that balances its obligation to taxpayers with the needs of the riders and the workforce. They will also be comfortable taking risks that move the agency forward while remaining true to principles of good fiscal management. They will demonstrate and exude a strong commitment to transparency and accountability.

This person will have excellent communication and leadership skills with the ability to inspire, develop, and sustain a high-performance team. They will focus on building trust and empowering staff with the goal of creating a sense of belonging and commitment at every level of the organization. They will be an intuitive listener, treating everyone with dignity and respect, and committed to serving the many diverse communities within the region. They will be open to learning new things, considering new ideas and approaches, and providing opportunities for professional growth and advancement.

They will be a big-picture, systems thinker, acknowledging and incorporating both the daily details of the operation and the larger landscape of issues associated with transit operations in diverse communities. They will be articulate, effectively communicating STA's many benefits to the local economy and community and energetically investing time and attention into building collaborative relationships with STA's many constituencies, to include the local business community and the region's transit visionaries.

The candidate will have:

- Extensive knowledge of the principles, programs, and practices related to transit operations.
- Experience implementing complex projects. Prior experience with BRT and/or fleet conversion to ZEB (desirable). Experience with a transit sales tax extension referendum (highly valued).
- Sensitivity to the interests of a wide range of stakeholder groups, strategic partners, elected officials, and to the general community members of the region.

- A strong leadership style that is collaborative, inclusive, and empowering; willing to build a sense of belonging among staff and the community. Excellent organizational development and fiscal management skills.
- Knowledge of State and Federal laws, regulations, and processes governing transportation funding and operations.
- Experience working successfully with both transit system supporters and detractors by being open to new ideas and perspectives.
- Excellent oral and written communication skills and comfortable as the public face of STA.
- A true passion for public service.

# Executive Leadership Opportunity



SPOKANE TRANSIT AUTHORITY

## Chief Executive Officer

Spokane Transit Authority has retained KL2 Connects LLC to seek its next Chief Executive Officer to lead in its mission to provide safe, inclusive, convenient, and efficient public transportation services to Spokane area communities.



Executive  
LEADERSHIP  
Opportunity



Located in  
SPOKANE,  
WASHINGTON



MAJOR  
BUS SYSTEM

# Where You'll Be Working



**248**  
SQ. MILE  
SERVICE  
AREA

**775**  
EMPLOYEES

**1700**  
BUS STOPS

**177**  
BUSES

**\$217**  
MILLION  
BUDGET

Spokane Transit provides public transportation services through fixed route (bus) service, BRT, paratransit service, and rideshare to the cities of Airway Heights, Cheney, Liberty Lake, Medical Lake, Millwood, Spokane and Spokane Valley, and parts of the unincorporated County. Overseen by a 14-member Board of Directors (5 of whom are non-voting members), STA is a regional public transportation agency whose services include connections between downtown Spokane and the Spokane International Airport, major shopping malls, area colleges and universities, and Fairchild Air Force Base.

Transit began in the Spokane area in 1883 with independent companies operating horse-drawn vehicles. In 1922, The Washington Water Power Company established the Spokane United Railway Company and unified the services provided by the private operators. The electric trolley and streetcar system lasted through the mid-1930s when a gradual transition to motor coaches began. By 1968, the need for public funding of transit was clear and the transit system ownership was transferred to the City of Spokane. In 1981, a newly established Public Transportation Benefit Area (PTBA) with a sales tax levy went into effect serving the many communities in the

region. In 2004, the sales tax levy was expanded to 0.6 percent, and as of 2016, the tax levy is now 0.8 percent.

The STA Board recently approved Connect 2035, its 10-year strategic plan that calls for enhanced evening and weekend service; greater frequency, particularly on high-performance transit lines; improved customer amenities such as bus shelters, lighting, and improved real-time transit information; implementation of mobility-on-demand service areas; improvements to paratransit service; and the completion of the 10-mile Division Street Bus Rapid Transit (BRT) line by 2030. (STA has obtained a commitment of \$50 million in state funds to support the BRT project.) STA also plans to build a clean-energy campus for its operations and is well on its way to achieving a 100% zero-emission bus fleet by 2045. This ambitious program of improvements will transform the customer experience in greater Spokane for years to come – all that is needed now is that right person to lead the STA team to get it done.

[VIEW WEBSITE TO LEARN MORE](#)



# Job Description

Guided by the direction and objectives of the Board, the CEO develops, implements, and maintains organizational leadership, management, and vision for all departments of STA using a constructive and energetic values-based style. Through delegation and employee empowerment, the CEO develops, implements, and maintains strategies that will enhance the image, values, culture, communication, and services of the organization. This position acts with integrity and transparency while working with the general public, STA employees, and a multi-jurisdictional Board of Directors. The CEO ensures the delivery of high-level customer service to all riders and non-riders within the Public Transportation Benefit Area (PTBA) and employs a variety of communications and negotiation strategies to engage and collaborate with both internal and external stakeholders, governmental entities, and labor unions.

## THE IDEAL CANDIDATE

STA is seeking an exceptional professional with a proven track record of success. Experience in the transit industry (including paratransit) is strongly preferred, and exposure to all transit modes is also desirable. A deep commitment to customer service for both transit users and other stakeholders is paramount. The ideal candidate will be a confident, innovative, growth-oriented, relationship builder who exercises good judgment; demonstrates intellectual curiosity and executive presence; and possesses a deep understanding of how to unify and achieve consensus in a politically diverse region and work successfully with a large Board of Directors.

This individual will be strategic-minded and politically astute, able to work with a variety of opinions and ideas among board members, and learn quickly,

building on the successes of STA to date. They will be agile and able to adapt strategies to meet STA goals. They will also be principled and resolute, providing professional recommendations and supporting positions that are conducive and necessary to the organization's well-being. They will have the strength and determination to carry out Board-approved programs and policies and stay focused on priorities.

As STA is a debt-free organization, this candidate must have strategic and financial planning expertise to ensure that STA continues to be a fiscally responsible organization that balances its obligation to taxpayers with the needs of the riders and the workforce. They will also be comfortable taking risks that move the agency forward while remaining true to principles of good fiscal management. They will demonstrate and exude a strong commitment to transparency and accountability.

This person will have excellent communication and leadership skills with the ability to inspire, develop, and sustain a high-performance team. They will focus on building trust and empowering staff with the goal of creating a sense of belonging and commitment at every level of the organization. They will be an intuitive listener, treating everyone with dignity and respect, and committed to serving and providing equity for the many communities within the region. They will be open to learning new things, considering new ideas and approaches, and providing opportunities for professional growth and advancement.

They will be a big-picture, systems thinker, acknowledging and incorporating both the daily details of the operation and the larger landscape of issues associated with transit operations in unique communities. They will be articulate, effectively communicating STA's many benefits to the local economy and community and energetically investing time and attention into building collaborative relationships with STA's many constituencies, to include local businesses; disability, senior citizen, and low-income communities; schools and universities; and the region's transit visionaries.

The candidate will have:

- Extensive knowledge of the principles, programs, and practices related to transit operations.
- Experience implementing complex projects. Prior experience with BRT and/or fleet conversion to ZEB (desirable). Experience with a transit sales tax extension referendum (highly valued).
- Sensitivity to the interests of a wide range of stakeholder groups, strategic partners, elected officials, and to the general community members of the region.
- A strong leadership style that is collaborative, inclusive, and empowering; willing to build a sense of belonging among staff and the community. Excellent organizational development and fiscal management skills.
- Knowledge of State and Federal laws, regulations, and processes governing transportation funding and operations.
- Experience working successfully with both transit system supporters and detractors by being open to new ideas and perspectives.
- Excellent oral and written communication skills and comfortable as the public face of STA.
- A true passion for public service.

## ESSENTIAL FUNCTIONS

Supervisory requirements include providing direct supervision to STA's Executive team which includes the Chief Operations Officer, Chief Financial Officer, Chief Human Resources Officer, Chief Planning & Development Officer, Chief Information Officer, and Chief Communications & Customer Service Officer. The position also supervises the Ombudsman & Accessibility Officer and the Executive Assistant to the CEO.

- Perform the functions and duties specified in STA's Bylaws for the Chief Executive Officer position, functions and duties allowed by State law, and such other legally permissible and proper duties and functions as the Board or its Chair may assign.
- Serve as Chief Executive Officer of the organization with responsibility for providing cost-effective, consumer responsive, and efficient transit service to the citizens of the Public Transportation Benefit Area.
- Demonstrate the ability to represent STA to the public and serve as a community-respected public emissary for STA.
- Monitor and approve the preparation of annual budgets, legislative issues, bargaining agreements, and seven-year Transit Development Plans for submission to the Board of Directors. Transit Development Plans include the Transit Asset Management Plan for which the CEO serves as the Accountable Executive.
- Oversee the planning, acquisition, financing, and negotiation of major capital projects such as fleet replacement, transit centers, and support facilities.
- Provide exceptional staff support to the Board of Directors; prepare reports and recommendations for submission to the Board; make recommendations to the Board of Directors on adoption of financial and operational measures necessary for the safe, economic, and efficient operation of the system including routes, schedules, fares, and related matters.
- Serve as liaison between the Board of Directors for media communications and public relations, coordinating all activities with media representatives.
- Keep the Board fully advised of overall financial condition, fleet condition, efficiency of operation, or other matters as needed.
- Interpret, analyze, and explain policies, procedures,



VISIT PAGE 9 TO LEARN HOW TO APPLY

and programs, directing implementation of policy directives.

- Represent the company in a variety of forums related to public transportation issues at the local, regional, state, and federal level as well as coordinate and direct lobbying efforts.
- Function as a hearing officer on personnel and employment matters, including all represented and non-represented employees.
- Promote and advance goals and objectives of STA's Equal Employment Opportunity Plan.
- Ensure the organization's hiring programs and work environment is fair, equal, and non-discriminatory.
- Devote full time, energies, interests, and abilities to the performance of the duties and responsibilities of the CEO and shall not engage in any activities that conflict with or interfere with performance.
- Perform all related duties as prescribed by the Board of Directors.
- Provide excellent customer service to all customers, both internally and externally.
- Display and practice STA's Core Values in the workplace.
- Maintain regular attendance, punctuality, and reliability.
- Accurately and honestly represent STA in any legal proceedings that may result from the normal performance of the position.

**The CEO will ensure all organizational activities align with the Public Transit Agency Safety Plan.**

- Work with directors and managers to ensure enough resources are available to achieve a safe workplace and the stated outcomes of the SMS Plan.
- Ensure enough employee time, supervisor support, and funds are budgeted for safety equipment, training, and to carry out safe operations.
- Review direct report performance each year to make sure they are carrying out their responsibilities as described in this program.
- Ensure that incidents are fully investigated and corrective actions are taken to prevent the hazardous conditions or behaviors from reoccurring.
- Set a good example by following established safety rules and attending required training.
- Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

This job description in no way implies that the duties listed above are the only ones the employee may be required to perform. The employee is expected to perform other tasks, duties, and training as dictated by the Board of Directors and/or Spokane Transit Authority.



## MINIMUM REQUIREMENTS

### Training and Experience

This position requires a bachelor's degree with emphasis in management and leadership as well as 10 years of increasingly responsible experience in the management of a high-profile public or private corporation. A master's degree is highly desirable; a combination of education and experience may be considered as a substitute for an advanced degree.

### Physical Capabilities

The physical requirements of this position are sedentary in nature and require excellent communication skills to be demonstrated both orally and in writing.

### Computer Skills

Experience with the Microsoft environment and an integrated business system are imperative to the position.

## TARGET SALARY RANGE

\$250,000 to \$300,000 per year

## EQUAL EMPLOYMENT OPPORTUNITY

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of age, disability, ethnicity/race, national origin, religion, gender identity, sexual orientation, or veteran status.

## ABOUT THE AREA

# Spokane, Washington

Located along the Spokane River in eastern Washington, STA serves a broad region consisting of the cities of Airway Heights, Cheney, Liberty Lake, Medical Lake, Millwood, Spokane and Spokane Valley, and parts of the unincorporated County. It is the economic and cultural center of the Spokane-Coeur d'Alene combined statistical area. Positioned 92 miles south of the Canadian border and 18.5 miles west of the Idaho border, Spokane is the second most populous city in Washington with 228,989 residents as of 2020.



NATURAL  
BEAUTY



OUTDOOR  
ACTIVITIES



CULTURAL  
ASSETS



# About the Area

Formerly dependent on mines, forests, and farms, Spokane's economy has diversified and thrives in its commercial, manufacturing, transportation, medical, technological, shopping, and entertainment sectors. More than 8,000 area individuals are currently employed in aerospace production, and the expansion of the University District with the University of Washington and Washington State University medical school, as well as the opening of the River Park Square Mall, sparked a downtown rebirth featuring historic building renovations and the expansion of the Spokane Convention Center.

Spokane's position between the Cascades Range to the west and the Rocky Mountains to the east and north protect the area from weather patterns experienced by other areas in the Pacific Northwest. The area receives less than half of Seattle's annual rainfall, and experiences a warm, arid climate during the summer months. This mild climate encourages residents and visitors to enjoy its array of more than 87 citywide parks and a multitude of trails.

Nearby dozens of lakes and rivers, outdoor sports and recreation are popular pastimes for Spokane residents. Swimming, kayaking, rafting, fishing, and boating are prevalent inside the city, and a short drive to the mountains provides opportunities for skiing, hiking, sightseeing, and mountain biking. Professional and collegiate sports teams like the Spokane Indians in minor league baseball and the Gonzaga Bulldogs who participate in the NCAA's Division I West Coast Conference keep sports fans entertained throughout the year.

The city boasts a prevalent arts and theater culture with monthly First Friday Artwalks, the Bing Crosby Theater, and the bustling Davenport Arts District. It is also home to notable museums including the Northwest Museum of Arts and Culture and the Mobius Science Center. Annual festivals including the Spokane Hoopfest, the Spokane International Film Festival, and the Lilac Bloomsday Run are popular with locals and visitors alike.



This is an excellent opportunity that offers attractive compensation, relocation, and equal opportunity.



**Spokane Transit**

## How to Apply

STA values diversity at all levels of its workforce – diverse candidates are encouraged to apply.

To be considered, please visit <https://jobs.kl2connects.com/jobs/current>, select the STA listing, and upload your letter of interest, resume, salary expectations, and four (4) to five (5) professional references (preferably supervisory and including name, title, phone number, email address, and relationship to you). For more information, please connect with KL2 Connects LLC's Celia Kupersmith at [Celia@KL2connects.com](mailto:Celia@KL2connects.com).

Thank you for your interest in this exciting opportunity.

**CLICK  
HERE TO  
APPLY**