



EXECUTIVE DIRECTOR *OF REGIONAL PUBLIC TRANSIT*

THE OHIO VALLEY & EASTERN OHIO REGIONAL TRANSIT AUTHORITIES



The Ohio Valley Regional Transit Authority (OVRTA) and Eastern Ohio Regional Transit Authority (EORTA) are looking for a highly-skilled, Executive Director with hands-on public transportation experience to provide administrative and technical leadership to two regional transit authorities!

The ideal candidate will be:

- An excellent Communicator and Customer Servant
- A Goal-setter, Visionary, Team Builder and Influencer
- An excellent Project Manager, Collaborator and Leader
- Technically-skilled, Educated and Experienced in both Transportation Planning & Strategic Planning.

RESUME & LETTER TO

ExecutiveDirectorOVRTA@municipalsolutions.org

History of the OHIO RIVER VALLEY



Prehistorically, the upper Ohio Valley was home to American Indian peoples for over 16,000 years. Archaeological evidence suggests that there were multiple use and occupation sites in the Wheeling area over several millennia.

When European explorers and settlers made their way into the region in the eighteenth century, they encountered the **Shawnee**, **Wyandot**, **Delaware** (Lenape) and **Mingo** peoples. In the 17th century the **Iroquois** tribe took hold of the land pushing out the other tribes who used this area for hunting.

First European passage at the crossroad between the **Ohio River** and **Wheeling Creek** is recorded around the 1740 by French explorer **Céloron de Blainville** who was buried at the mouth of Wheeling Creek. However, the first settlement arrived a couple of decades later in 1769, by **Ebenezer Zane** who also called the area **Zanesburg**. Wheeling was officially established in 1795 and two years later it was named as county seat for Ohio County. ***“Wheeling” comes from “wee-lunk” in the Lenape language, meaning “head place” or “skull place,” a reference to a human skull that was placed on a pole near the mouth of Wheeling Creek as a deterrent to encroachment.***



The **National Road** linking the Ohio River to the Potomac River arrived in Wheeling in 1818. Due to its strategic position and proximity to large bodies of water, Wheeling became a gateway to a large flux of goods' transit during early westward expansion.

The Ohio River Valley—once famous for its steel manufacturing saw Wheeling's population peak at 61,700 in 1930.

Today, the **Ohio Valley Regional Transportation Authority (OVRTA)** is the agency operating for public transportation in the area. It closely cooperates with the **Eastern Ohio Regional Transit Authority (EORTA)** under a Memorandum of Understanding to serve both sides of the Ohio River.

- ♦ **OVRTA** operates seven fixed bus routes in Ohio and Marshall Counties between the West Virginia cities and towns of *Warwood, Wheeling, Bethlehem, Benwood, Mozart, Elm Grove, Highlands and McMechen.*
- ♦ **EORTA** operates between the Ohio cities and towns of *Rayland, Yorkville, Tiltonsville, Pease Township, Shadyside, Rayland, Martin's Ferry, Bridgeport, Blaine, Bellaire, and St. Clairsville.*





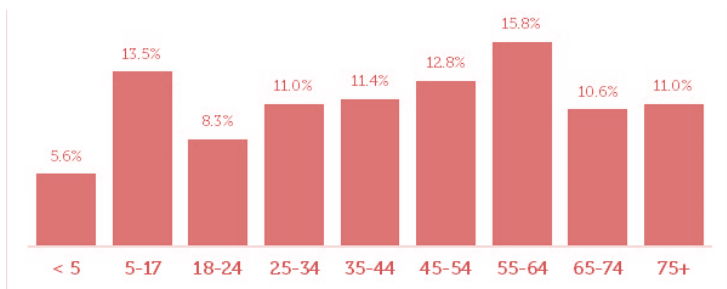
DEMOGRAPHICS

Population

The 2020 census shows a population of more than 27,000 people, a decrease of -5% compared to the 2010 census.

Age Distribution

The median age in Loudon is 45 (*WV average is 43*). The largest segment of the local population are those between the ages of 55-65 (16%) followed by 5-17 (13.5%).



Ethnic Composition

The U.S. Census Bureau estimates, the city's gender and ethnicity composition to be 52% Female, 48% Male, 86.5% White, 5.5% Black or African American, 1.7% Hispanic or Latino, and 1.1% Asian.

Median Income

The median household income in Wheeling is \$38,000. The median property value in 2024 is around \$140,000. Unemployment is around 4.9%.

Education

37% of the residents have attained a higher degree:

- 3% Doctorate and Professional
- 8% Master's
- 19% Bachelor's
- 7% Associate's

54% High School Diploma / some college
9% no High School diploma.

Cost of Living

Cost of Living in Wheeling is 83/100 - 17% lower than the national average. Housing is 61% less expensive than the national average.

CLIMATE

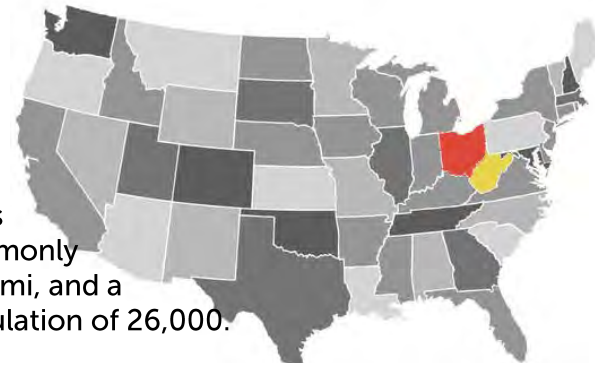
The City of Wheeling lies at the boundary between the 'humid subtropical' and 'humid continental' climate zones. The City has warm and humid summers, cold and dry winters, and temperatures often reaching extreme levels.

Freezing temperatures usually occur between December and March. January temperatures may reach as low as 21°F. July and August temperatures may reach a high of 85°F.

Precipitation is distributed evenly throughout the year, generally between April and September. Heavy accumulations are possible during winter.

GEOGRAPHY

Ohio County / City of Wheeling are located at the north tip of West Virginia, - in the **Northern Panhandle** in the ecoregion of the **Western Allegheny Plateau**, directly east of the State of Ohio and only 60 miles from Pittsburgh, Pennsylvania. OVRTA is part of the tri-State area commonly referred to as the **Ohio Valley**. Ohio County has a total area of 109 sq. mi, and a population of over 40,000 residents. Wheeling is 9.6 sq/mi and a population of 26,000.



Air Travel

- **Wheeling Ohio County Airport** (8 mi), is a small regional airport.
- **Pittsburgh International Airport** (39 mi) is principally used for corporate / business / commercial activity, but it is also used for military exercises and training, and civil air patrol.
- **Carriers:** *American, Delta, Frontier, JetBlue, Southwest, and United.*
- **Top destinations:** Atlanta, Boston, Chicago, Dallas, Houston, Minneapolis, Newark, New York, Orlando, Philadelphia & Washington DC.



Driving Distances

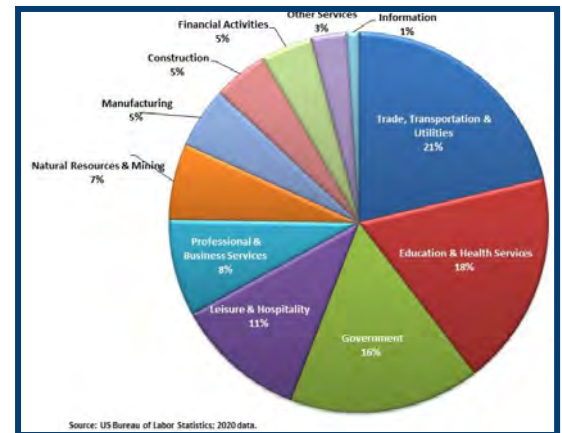
- Pittsburgh, PA** (1 hr)
- Morgantown, WV** (1.25 hrs)
- Columbus, OH** (1.5 hrs)
- Cleveland, OH** (2.3 hrs)
- Cincinnati, OH** (3.3 hrs)
- Indianapolis, IN** (4.3 hrs)
- Philadelphia, PA** (5.2 hrs)
- Washington, D.C.** (5 hrs)
- New York City, NY** (6.3 hrs)
- Detroit, MI** (7.5 hrs)
- Dallas, TX** (12 hrs)

COMMERCE

The City of Wheeling and Ohio County have been at the heart of commerce and the trading of goods for centuries. River and land roads are of extreme importance or to the area being at a neuralgic crossroad for the entire country.

After many centuries of exploitation of coal and the production of steel, the Wheeling greater area is now moving onto the future - transforming itself into a hub promoting shared services for new industries (*i.e., finance, IT, procurement, etc.*), back office operations and outsourcing. This is possible thanks to low real estate and operational costs, a vast talent pool with wages lower than other major US metropolitan markets.

The top employment sectors: *Trade / Transportation / Utilities (21%), Education / Health (18%), Government (16%), Mining / Manufacturing (12%), Leisure / Hospitality (11%), Professional / Business Services (8%).*



| Largest Local Businesses | Sector | FTEs | Largest Local Businesses | Sector | FTEs |
|---|---------------|-------|-------------------------------|-----------------|-------|
| Ogden Newspapers | Media | 3,500 | Wheeling Island Casino | Recreation | 1,000 |
| RG Steel Wheeling, llc | Manufacturing | 2,320 | Northwood Health Systems | Healthcare | 450 |
| WesBanco | Finance | 1,920 | Troy Systems Internat'l Inc. | Manufacturing | 350 |
| Ohio Valley Health Services & Education Corp. | Healthcare | 1,825 | Wheeling University | Education | 334 |
| Oglebay | Recreation | 1,700 | Welty Home for the Aged, Inc. | Assisted Living | 260 |

FUNCTION & GOVERNANCE

Since December 1976, the Eastern Ohio Regional Transit Authority (EORTA) and the Ohio Valley Regional Transportation Authority (OVRTA) have operated under a "Memorandum of Understanding", whereby the two statutory corporations coordinate their efforts for the purpose of providing interstate mass transit bus service for the local areas in West Virginia and Ohio. OVRTA accounts for most of the operating expenses of both authorities. OVRTA bills EORTA monthly for EORTA's respective share of operating expenses, which relate to services provided in Ohio.



EORTA/OVRTA serves the City of Wheeling and 14 other communities with representatives from each member community as listed below.

- ♦ The **Ohio Valley Regional Transportation Authority (OVRTA)** is responsible for providing public transit service in the West Virginia portion of the Ohio River Valley. OVRTA operates seven fixed bus routes in Ohio and Marshall Counties between the West Virginia cities and towns of *Warwood, Wheeling, Bethlehem, Benwood, Mozart, Elm Grove, Highlands and McMechen*.
- ♦ The **Eastern Ohio Regional Transit Authority (EORTA)** is the entity responsible for providing public transit service to communities in the Ohio portion of the Ohio River Valley. EORTA operates between the Ohio cities and towns of *Brookside, Rayland, Yorkville, Martin's Ferry, Bridgeport, Blaine, Tiltonsville, Shadyside, Bellaire, and St. Clairsville*.

Each authority is subject to the requirements of its respective state for funding. Each authority is governed by a Board of Directors. A six-member Coordination Committee identifies issues that impact the system as a whole or its component areas. The Committee is a non-policy body consisting of members of the Board of each authority.

OVRTA Board of Directors

(West Virginia)

David Goddard, City of McMechen - Mayor
Scott Varner, Marshall County Commissioner
Bob Rose, City of Benwood - Council Member
Zachary Abraham, Ohio County - Commissioner
Rebecca Walters, Village of Bethlehem - Recorder
Betsey Sweeny, Wheeling - Historic Preservationist
Robert Herron, City of Wheeling - City Manager
Kathie Brown, Wheeling Health Right Clinic-Exec. Dir.
Rosemary Ketchum, City of Wheeling—Council Member
Reverend Darrell Cummings, Bethlehem Apostolic Temple
 (Wheeling) & Shiloh Apostolic Assembly (Weirton)

EORTA Board of Directors

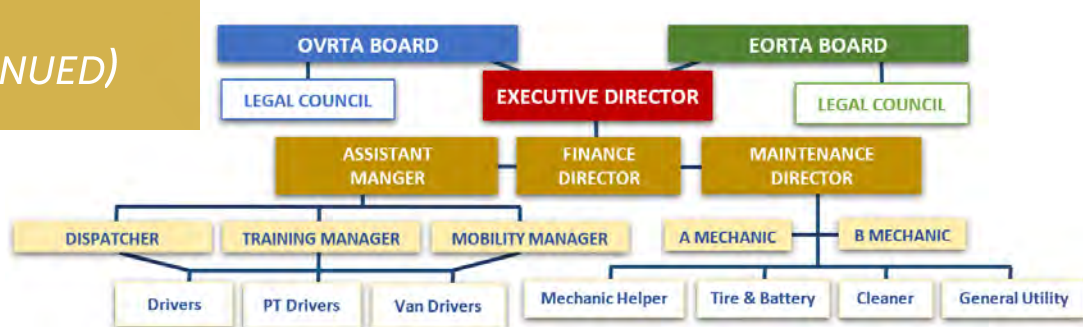
(Ohio)

Joe Saus, City of Yorkville
Joe Pielech, Village of Rayland
Ty Lollini, Village of Tiltonsville - Mayor
Franklin Wallace, Village of Martin's Ferry
Michael Bianconi, Pease Township - Trustee
Allan Ketzell, Village of Brookside - Fire Chief
Bob Bell, Village of Shadyside - Council Member
Lucinda Maupin, Bellaire, Veterans Office-Exec. Dir.
Michelle Lucarelli, Village of Brookside - Council Member



Marshall County





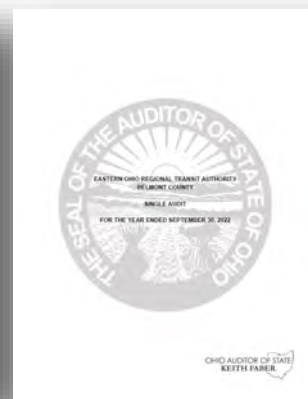
MANAGEMENT TEAM

The new Executive Director is responsible for management and oversight of OVRTA / EORTA's Management and Operations Teams which consists of:

- ♦ two (2) directors: *Finance Director & Maintenance Director, and*
- ♦ three (3) supervisors: *Dispatcher, Training Manager, Mobility Manager.*
- ♦ Other support employees: *Mechanics, FT & PT Bus Drivers, Van Drivers, Mechanic Helpers, Cleaner, Tire & Battery Helpers, and General Utility Workers.*

PAST DIRECTOR

The current Finance Director served as Executive Director for the past 5 years. She is a valuable resource having been with OVRTA/EORTA for the past 38 years. she is currently serving as *Interim* Executive Director until a new Director is hired, and will continue to serve as Finance Director.



ADMINISTRATION & OPERATION

OVRTA services 11 fixed routes and operates a fleet of 19 vehicles for the system's fixed-route service. The fleet consists of 28' and 30' Champion and Gillig buses. Each authority acquires the vehicles that are needed to operate in its area of responsibility. EORTA owns six buses. OVRTA uses 13 buses for routes serving West Virginia. OVRTA uses four vans for the AdVANTage complementary paratransit service.

OVRTA operates the system from a maintenance and administration facility in Wheeling. All routes are oriented around the **Robert C. Byrd Intermodal Transportation Center** in downtown Wheeling.

OVRTA receives funding from a variety of sources including:

- Passenger Fares, Van Fares and Bus Passes
- Federal, State & Local Grants
- Small Tax Levys

OVRTA / EORTA's FINANCIAL HIGHLIGHTS (FY2022)

- Total Operating Revenue: \$61,617- an increase of \$3,369 over 2021
- Total non-Operating Revenues: \$1,694,313
- Total Operating Expenses: \$1,459,716 - an increase of \$25,000 over 2021
- Total Cash and Assets: \$2,220,488
- Total Liabilities: \$398,596

USEFUL DOCUMENTS

[FTA Triennial Review - Final Report FY 2021](#)

[Wheeling 2018 Market Snapshot](#)

[Audited Financial Report FY2022](#)

[Region X Public Transit Plan 2023](#)

See the complete EORTA FY 2022 Financial Audit Report ([here](#)).

QUALIFICATIONS & COMPENSATION

Education & Experience

- ♦ Master's Degree in Transportation, Urban Planning, Environmental Policy, Civil Engineering or related field.
- ♦ Five (5) or more years of experience managing a public transit authority, with at least 2 years of supervisory experience.

(Any combination of employment experience and education will be considered).

Essential Duties & Responsibilities

Leadership

- ♦ Overseeing all transit activities, route design modifications, bus stop locations, schedules, drivers, maintenance, and service analysis.
- ♦ Providing up-to-date information to the Boards and assisting Board Members in the development institutional goals.
- ♦ Providing leadership to employees by setting daily and weekly priorities, work planning, and maintaining financial oversight.
- ♦ Coordinates with PR & Marketing team to develop effective external communications and engagement strategies.
- ♦ Make public presentations on current and pending issues to the OVRTA/EORTA Board and related agencies, and public audiences.
- ♦ Informs the Board promptly of trends & external factors.

Strategic Planning

- ♦ Analyzes demographic, economic and transportation trends.
- ♦ Analyzes operational, statistical, and budgeting data in the planning of current and future transit service delivery.
- ♦ Reinvention. Leads the organization's strategic planning initiatives and the creation of short and long-range transit service plans, considering factors such as ridership trends, demographic shifts, and emerging technologies.

Oversight

- ♦ Oversees and ensures regulatory requirements such as compliance with Title VI, NTD, FTA Triennial reviews, and environmental laws.
- ♦ Oversees the development of funding applications/proposals, detailed scopes of work, budgets, and partnerships to secure funding for priority projects.
- ♦ Manages grants, contracts, projects & partners

- ♦ Effectively manages assets and depreciation.
- ♦ Sets and maintains operational service guidelines, performance standards, and policies.

Intergovernmental

- ♦ Participation in the collaboration with stakeholders and government agencies, community groups, and private entities; gathers input and ensures a holistic approach to transit planning.
- ♦ Fosters partnerships with city planners, engineers and other stakeholders to integrate transit planning into broader initiatives.
- ♦ Work closely with other transit agencies to align planning efforts with best practices.
- ♦ Represents OVRTA/EORTA to various organizations in matters related to transit planning.

THE IDEAL CANDIDATE

Hands-on Transit Management Experience

- ♦ Capital Infrastructure Construction, Deferred Maintenance, Asset Management and Long-Range Planning;
- ♦ Experience in Strategic Planning Transportation Planning, Local Government and Public Finance;
- ♦ Executive Director who has managed a Public Planning or Public Transit Agency;
- ♦ Strong Public Transit advocacy.

Steady, Proven Leadership & Continuity

- ♦ Effectively works with and balances interests and priorities of 2 bodies' priorities;
- ♦ Values and actively works to develop a highly-effective Management Team;
- ♦ Embodies the principle of 'Return and Report' and expects employees to do the same;
- ♦ Uses Key Performance Indicators (KPIs) for Performance Measurement and Accountability;
- ♦ Meets regularly with Management Team and encourages supervisors to lead effectively;
- ♦ Attracts / Retains quality employees who love working at OVRTA/EORTA and want to stay;
- ♦ Crisis Manager who effectively identifies and mitigates risks;

Understands 'Small-community' dynamics;

- ♦ Supports and attends local events;
- ♦ Comfortably engages with employees, Board Members and members of the community;
- ♦ Effectively communicates with stakeholders;
- ♦ Invested in community success ; **more—>**

Collaborator, Team Builder & Influencer

- ◇ Integrity, charisma, and strong moral character;
- ◇ Inspirational, approachable, positive, infectious attitude which mentors and inspires others;
- ◇ A 'personal' and kind professional who genuinely motivates and inspires others;
- ◇ Openly supports and promotes all departments, supports their mission, recognizes employee / department success, and awards performance;
- ◇ Collaborates w/ social & regional stakeholders;
- ◇ Effectively delegates authority, and actively promotes performance measurement;
- ◇ Outside-the-box, tactical administrator;

Customer Servant; Interpersonal

- ◇ Embodies, builds a Customer Service culture;
- ◇ Instills passion and focus among employees, boards and committee members;
- ◇ Fosters a 'family culture' throughout OVRTA;
- ◇ Honest, enthusiastic, sincere and transparent;
- ◇ Fun, enthusiastic and loves working with others;
- ◇ Takes time to meet with and understand the customers and transit needs of local businesses;
- ◇ Balances advocacy and inquiry and entertains various viewpoints.

Communications & Technology

- ◇ Implements modern communications technologies and social media to engage / inform the public; Improves agency marketing & branding.
- ◇ Explains the operational and fiscal impacts of policies, decisions and visions to stakeholders;
- ◇ Promotes effective communication among elected officials, department heads, employees, and citizens;



- **Vision, Goals & Strategic Plan** (critical). All team members need to be 'on the same page'.
- **Communication & Synergy.** Improving communication between the Executive Director, Board, Staff will yield greater results.
- **Outreach & Feedback.** Improving outreach to residents & owners of commercial enterprises; ridership. Improving the effectiveness of mass-communication, outreach & feedback.
- **Education & Professional Development.** Board Members and Employees need greater exposure to 'best practices'.
- **Value & Culture.** Creating greater value and professionalism internally & externally.

Compensation

• \$125,000 to \$165,000 / year salary (DOQ)

Benefits

Medical, Dental, and Vision Insurance: (100%)

- Medical (Aetna); Dental (Principal Insurance)
- Vision (VSP Insurance)

Life Insurance: \$10,000 benefit

Retirement: WV Public Employees Ret. 6% contrib. by EE, 11% contribution by employer

Employee Assistance Program

Professional Development & Memberships

Vacation Leave: 2-6 weeks dep. on years of svc.

Sick Leave: generous

Residency

Living within a reasonable commute of the City of Wheeling is expected.

Equal Opportunity

OVRTA / EORTA is an Equal Opportunity Employer which values public service, equal opportunity and the importance of diversity in the workplace. We are committed to serving regional stakeholders while committed to:

Responsibility, Respect, Teamwork, Honesty and Diversity / Inclusion.

[More benefits details can be found here](#)

Below are interesting facts and statistics about the OVRTA / EORTA transit system.



[Click to Enlarge Map](#)

Service Area - Cities & Towns

15 fixed routes in Ohio & West Virginia.

Ohio: Brookside, Bridgeport, Blaine, Bellaire, Martin's Ferry, Tiltonsville, Rayland, Shadyside, St. Clairsville, Yorkville.

West Virginia: Bethlehem, Benwood, Elm Grove, Highlands McMechen, Mozart, Warwood, Wheeling.

Vehicles, Facilities & Maintenance

19 vehicles consisting of 28' and 30' Champion & Gillig buses. EORTA uses 6 buses. OVRTA uses 13 buses for routes serving West Virginia. OVRTA uses 4 vans for the Ad-VANTage complementary paratransit service.



Funding & Financing

Total Operating Revenue: \$61,617- an increase of \$3,369 over 2021

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Regional & Local Amenities

WWW.CROFT.GALLERY

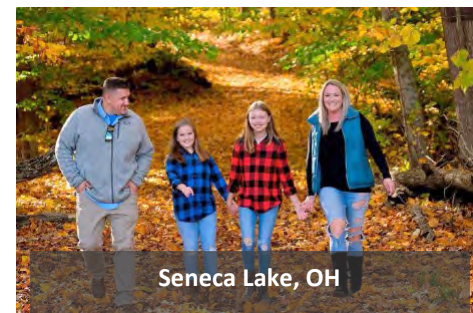
Historic Centre Market Square

Don't miss out on the opportunity to enjoy the sights and sounds of every season! Within minutes of leaving home, residents can:

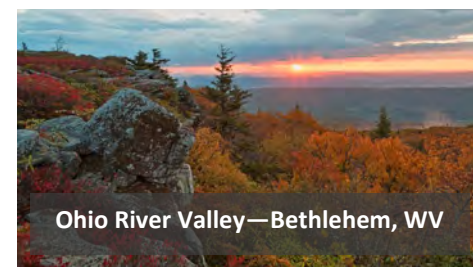
- Attend world-class events or concerts at the **Capitol Theater**, the **Towngate Theatre and Cinema**, the **Victoria Vaudville Theater** or attend the **Wheeling Symphony Orchestra**.
- Bike, walk or run miles of walking trails along the **Ohio River** or take a day trip to **Seneca Lake**, or hike the **Lewis & Clark Historic Trail**.
- Take the kids to one of the areas museums including the **Kruger Street Toy and Train Museum** or the **Oglebay Institute**.
- Show the area's many boutiques, **Outlets** or the **Historic Centre Market Square**. The Ohio River Valley has a variety of delicious restaurants and local merchants including antiques, art, glass-making, quilting, boutiques and other specialty shops.



Wheeling Symphony Orchestra



Seneca Lake, OH



Ohio River Valley—Bethlehem, WV



Kruger Train Museum

There is so much to do in the Ohio River Valley!!!



Explore the Lewis & Clark Trail



Regional & Local Amenities

NFL Pittsburgh Steelers

The local climate provides residents with all four seasons, which allows for year-round outdoor activities. Whether you like to hike, bike, fish, or enjoy a picnic, we have the space for you to enjoy the great outdoors.



THE ARTISAN CENTER SHOP

Located on the second floor of the Wheeling Artisan Center, it's your one-stop shop for local art from Wheeling, across WV and greater Appalachia.



HISTORIC CENTRE MARKET

An eclectic mix of shops and quality dining experiences. The Upper Market House was built in 1853, making it older than the state itself.



WHEELING BREWING AND BREWKEEPERS

Wheeling's two local craft breweries are conveniently located on the same block in Center Wheeling.



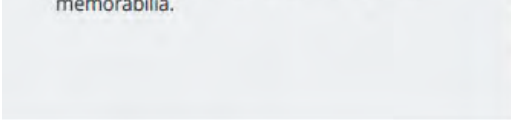
LATER ALLIGATOR

Operating inside a lovingly-restored 150+ year-old building, Gator is the only restaurant specializing in crepes between Columbus and Pittsburgh. Throughout the restaurant you'll find hundreds of pieces of Wheeling Steel memorabilia.



GOOD MANSION WINES

Tucked away in the heart of East Wheeling, Good Mansion is a quaint wine shop and bakery with an impressive selection of cheese, pastries, and Italian food products.



WHEELING NAILERS

If you're a hockey fan, then you'll love having the Wheeling Nailers as your home team. The ECHL ice hockey team has been in Wheeling since 1981 and is an affiliate of the Pittsburgh Penguins.



THE PUBLIC MARKET

In an effort to build a regional food system where farmers flourish and local and healthy food is a way of life, The Public Market is a year-round, non-profit grocery store that brings local and natural food to downtown Wheeling.



EXECUTIVE DIRECTOR *OF REGIONAL TRANSPORTATION*

~ EXPRESS INTEREST ~

Resume and Letter of Interest to:

ExecutiveDirectorOVRTA@municipalsolutions.org

Direct questions via email or by calling (888) 545-7333.

~ Timeline & Selection Process ~

OPEN - Deadline to Express Interest

Aug - Sept Initial Candidate Screening

Sept - Oct Comprehensive Background checks

October - Finalist Interviews & Selection (*tentative*)



This recruitment is actively managed by:

