



## **Job Posting Executive Director**

### **About BACTS**

Bangor Area Comprehensive Transportation System (BACTS) is a nonprofit Metropolitan Planning Organization (MPO) focusing on improving transportation in the greater Bangor region. The BACTS region includes 11 municipalities throughout urban Penobscot County including Penobscot Indian Island. BACTS evaluates and programs transportation improvement projects throughout the region. BACTS also facilitates communication between its member communities, the regional transit agency and state and federal transportation agencies. To learn more about BACTS, please visit our website at [www.bactsmpo.org](http://www.bactsmpo.org).

### **Brief Job Description**

The Executive Director is responsible for the overall operation, administration, and leadership of Bangor Area Comprehensive Transportation System (BACTS). The Executive Director reports directly to the BACTS Executive Committee and the BACTS Policy Committee. The Executive Director has five major areas of responsibility: coordinate the regional transportation planning and programming process, administer annual work programs and contracts, perform and oversee planning studies, supervise the BACTS staff, and work with committees, Maine Department of Transportation, Federal Highway Administration and Federal Transit Administration.

### **Minimum Qualifications / Physical Requirements**

Bachelor's Degree in transportation, urban, or regional planning, engineering or related field. Minimum of five years' experience in transportation planning preferred.

Individual must be a team player, able to work effectively within the internal operations of BACTS and outside parties. The ideal candidate will have a strong working knowledge of relevant transportation programs at the Federal, State, and local levels. Must be self-motivated and able to work independently and produce a professional product. The job requires presentations and the preparation of reports which are disseminated to organizations and to the public. Strong verbal, writing, and computer skills required. Supervisory experience is desired. Ability to effectively communicate and interact with the general public, to develop contacts with outside agencies, organize studies, schedule workloads and to oversee the work of consultants.

Must be able to travel as needed around the BACTS region regularly and to attend meetings and work-related conferences. Individuals must have a valid State of Maine driver's license. Must be generally available during typical business hours and able to work after-hours and on weekends as needed. Changes in schedule or travel needs may occur with little advance notice. Working conditions generally involve an office setting with occasional field work.

### **Employment Category and Benefits**

- 40-hour work week. Flexibility in work schedule possible.
- BACTS offers a generous employer contribution for health, dental, and vision insurance.
- Starting salary for this position is \$85,000 and increases depending on experience and qualifications. Compensation will be based on experience.
- Work - Life Balance - 13 paid holidays per year, generous sick and personal days.

### **Equal Opportunity Employer**

BACTS is an equal opportunity employer and shall continue to pursue a policy of non-discrimination in all employment actions, practices, and conditions of employment.

1. Recruitment and selection will be administered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by law.
2. Reasonable accommodations for any qualified individuals, applicant or employee, will be made in accordance with the provisions of the American with Disabilities Act (ADA).

### **How to Apply**

Interested candidates should submit a completed BACTS [application](#), resume, and a cover letter to:

Paige Nadeau, Administrative and Finance Manager  
[info@bactsmo.org](mailto:info@bactsmo.org)