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## Executive Director

### About GMX:

The Greater Miami Expressway Agency (GMX) is an agency of the State of Florida that is governed by a volunteer Board of Directors. The Board consists of appointees designated by the Office of the Governor, the Board of County Commissioners, the Transportation Planning Organization, and the Florida Department of Transportation District 6 Secretary. GMX operates and manages five expressways: State Road 836 (the Dolphin Expressway), State Road 112 (the Airport Expressway), State Road 874 (Don Shula Expressway), State Road 878 (Snapper Creek Expressway), and State Road 924 (Gratigny Parkway). Predominantly funded by toll revenue, GMX is committed to enhancing transportation in Miami-Dade and Monroe Counties with a dedicated professional staff.

### Position Summary:

Under the direction of the GMX Board of Directors, the Executive Director is responsible for the strategic oversight of transportation planning, financial stewardship, administration and operation of all Agency functions, development of policies and overseeing transportation project initiatives, the successful development of effective partnerships and working relationships with federal, state and local governments.

### Required Education & Experience:

- Bachelor's degree from an accredited college or university in Business Administration, Public Administration, or a related field. An advanced degree is highly desirable.
- 8 years of comprehensive executive management. Experience in toll operations, budgets, business, contract management, finance, economic development and transportation operations desired.
- Minimum five years in a senior management/leadership role. Five years as the head of an agency, non-for-profit, or company is also desirable.
- Knowledge and experience in state highway systems, toll road operations and facilities or related systems and project management.
- Knowledge of transportation, land use, and regional growth management planning.
- Extensive knowledge and experience in transportation, debt structuring, bond financing, construction, and integration of innovative technologies and systems.

### Essential Duties:

- Ensure successful finance of capital assets, infrastructure and capital asset improvements of the GMX System through a combination of debt financing and application of current revenue.
- Support, promote and demand the highest standards of ethics from Board Members, Committee Members, employees, and consultants.
- Foster a work environment in which all individuals are treated with respect and dignity and promotes mutual respect and equal opportunities in employment.

- Ensure all GMX employees and persons acting in furtherance of GMX interests comply with all applicable laws prohibiting discrimination and harassment.
- Ensure a fair, transparent, and competitive procurement and contracting process that promotes public trust, efficiency, and local economic growth while obtaining best value.
- Engage and encourage the public's involvement on matters affecting the residents of Miami-Dade County and GMX.
- Develop and successfully direct the implementation of goals, objectives, policies, procedures, and work standards for the Agency.
- Represent the Board and the Agency with community groups, governmental agencies, media relations, and other business and professional organizations.
- Advise the Board on matters of importance, including recommending action to address and resolve.
- Prepare and successfully administer the annual budget for the Agency.
- Ensure that the Agency complies with all contractual and legal requirements.
- Represent and interact with bond rating agencies, other credit analysts, and investors to communicate the Agency's strategic plan and financial stability.
- Effectively work with the management team to ensure the successful implementation of the Agency's strategic initiatives.
- Seek and pursue funding opportunities for the Agency through federal, state, and local sources including private partnering opportunities.
- Oversee the management of consultant contracts.
- Work with the Public Information team to organize and conduct a public information program for such matters as expressway maintenance, closures, service level changes, right-of-way acquisitions, and improvement plans and programs.
- Establish and maintain levels of communication and coordination with appropriate local, state, and federal agencies.
- Advise the consulting and contracting sectors of upcoming opportunities to ensure appropriate levels of competition on all Agency undertakings.
- Assist the Board in administrative responsibilities, including implementation of Agency employment policy and other operational policies but not limited to annual employee evaluations, hiring/termination recommendations, and employee coaching and professional development.
- Work closely with GMX contractors, consultants, and Agency General Counsel to resolve conflicts and issues.

**Required Knowledge, Skills & Abilities:**

- Comprehensive knowledge and understanding of the transportation industry and public policy issues.
- Thorough knowledge of current and emerging trends in transportation technologies, techniques, issues, and approaches.
- Knowledge of public agency policies, procedures, legislation, statutes, codes and laws affecting implementation projects and programs.
- Strong knowledge of financial and business analysis techniques.
- Excellent interpersonal and communication skills.
- Ability to work effectively with a wide range of constituencies and elected officials in a diverse community.
- Solid strategic management skills.
- Strong employee development and management skills including the ability to manage complex matters with discretion.
- Ability to communicate effectively in a variety of settings and assimilate complex instructions.
- Ability to utilize data in order to make sound business decisions.
- Ability to demonstrate and understand the importance of maintaining the political neutrality of the Agency.
- Strong interpersonal skills, with the capacity to be an effective mentor and a supportive leader, ensuring the success and growth of all employees.