

MARIN PUPIL TRANSPORTATION AGENCY
c/o San Rafael High School District Business Office
310 Nova Albion Way
San Rafael, CA 94903
Phone: (415) 258-8511 // Fax: (415) 460-9811

NOTICE OF VACANCY

Position: Executive Director

Start Date: May 15, 2025

Salary: See attached salary schedule

Definition: Under administrative direction from the Board of Directors, plans, coordinates, and directs the transportation program for students with special needs for the ten-member school districts of the Marin Pupil Transportation Agency and does related work as required.

Experience and Training Guidelines:

Required: Two (2) years of college education with emphasis on business and/or transportation or equivalent experiences. California driver's license.

Any equivalent combination of education and experience sufficient to successfully perform the essential duties of this position.

Desirable: Five (5) years supervising bus operations – developing bus routes, managing complaints, implementing laws and regulations governing school bus transportation (special education transportation preferred), preparing and monitoring budgets.

Description: Refer to position description.

Closing Date: 5:00 p.m. on Wednesday, February 26, 2025.

Application Procedure: Call or write for application package, which includes:

1. Submit letter of interest for this position.
2. Indicate relevant background information.
3. Resume with cover letter.

Submit application package to:

Board of Directors
Marin Pupil Transportation Agency
c/o San Rafael High School District Business Office
310 Nova Albion Way
San Rafael, CA 94903

MARIN PUPIL TRANSPORTATION AGENCY

c/o San Rafael City Schools District Business Office
310 Nova Albion Way
San Rafael, CA 94903
Phone: (415) 258-8511 // Fax: (415) 460-9811

**EXECUTIVE DIRECTOR
Position Description**

- Office Location:** 38 Union Street
San Rafael, CA 94901
(SRCS Maintenance and Operations Yard)
- Director Supervisor:** Chairperson, Marin Pupil Transportation Agency Board of Directors
- Salary Schedule:** See attached.
- Work Calendar:** 12 Months, 220 Days Annually

Definition:

Under the direction from the Board of Directors, plans, coordinates, and directs the home to school transportation program for students with special needs for the ten-member schools districts of the Marin Pupil Transportation Agency (MPTA) and does related work as required.

Duties and Responsibilities (May include but are not limited to the following):

- Plans, organizes and directs student transportation operations for the MPTA
- Establishes and maintains routing system for contractor’s transportation of special education students, including home-to-school and therapy trips for regular school year and extended school year programs
- Arranges alternate modes of transportation as necessary
- Audits school bus transportation contracts for cost efficiency and performance
- Maintains files
- Prepares and monitors budgets as required (in coordination with fiscal agent)
- Projects expenses and revenues, determines cash flow requirements and invoices member school districts and other agencies as appropriate (in coordination with fiscal agent)
- Assists in the preparation and monitoring of financial reports, compiles and organizes data, assists in the preparation of state reports
- Calculates and projects allocation of expenses to member school districts

Duties and Responsibilities (continued):

- Maintains statistical student records, submits reports as needed
- Oversees the bid process and negotiation for transportation contracts and other legal documents as well
- Orders supplies
- Recommends policies and procedures to improve cost effectiveness and transportation services
- Establishes and maintains clear communication and cooperative working relationship with MPTA members, contractors, program administrators, school district personnel, teachers and the general public
- Resolves student transportation issues, including behavioral challenges, in collaboration with program administration, teachers, parents, contractors and others
- Resolves complaints submitted by parents and others
- Assists in the coordination of scheduling MPTA Board of Directors meetings
- Prepares agendas and reports as requested by the MPTA Board of Directors
- Takes and publishes minutes
- Maintains the MPTA website current and informative

Knowledge, Abilities, Skills Required:

- Ability to organize, plan, coordinate, and direct a variety of programs and services
- Ability to establish and maintain working relationships with others
- Demonstrate excellent communication skills (verbal, in writing and in presentation form) for a variety of audiences (e.g., parents, staff, students, other personnel and public)
- Demonstrate effective listening skills
- Demonstrate effective conflict resolution/de-escalation skills and the ability to manage confrontational situations in a positive manner
- Demonstrates effective collaboration and critical thinking skills when working with district and outside agency personnel
- Knowledge of principals and trends in modern school bus operation supervision, dispatching, routing, scheduling and applicable laws and regulations
- Knowledge of current driver training and instruction requirements and standards
- Knowledge of accepted employee supervision techniques
- Mastery of basic computer skills (e.g., word processing, email, internet, database, spreadsheet, student information system) as well as knowledge of software connected to the management of student transportation systems

Qualifications:

Required:

- Two years (2) of college education with business and/or transportation emphasis or equivalent experience
- Any equivalent combination of education and/or experience sufficient to perform the essential duties of this position
- California Drivers' License
- Department of Justice (DOJ) background clearance
- Drug and Alcohol testing clearance
- Tuberculosis (TB) clearance

Desired:

- Five (5) years supervising bus operations and/or developing bus routes
- Experience effectively managing complaints in a public facing role
- Experience implementing laws and regulations governing school bus transportation (special education transportation preferred)
- Experience preparing, monitoring and communicating budgets and expenditures using Excel or other spreadsheet software
- Ability to communicate and receive basic information in Spanish

Essential Functions (These may be performed with or without reasonable accommodations):

- Speak, read, write and understand the English Language sufficiently to successfully communicate and receive information to and from the public, district staff, contractors, and administrators
- Work under pressure to complete a variety of written reports within specific deadlines
- Ability to operate office equipment (i.e., computers, printers, copiers, calculators, telephones)

Physical Demands of this Position:

Terms used in this section are defined as follows: Rarely 1-10%, Occasionally 11-33%, Frequently 34-66%, Continuously 67-100%...of the workday.

Generally:

Sitting:	Continuously
Standing:	Occasionally
Walking:	Occasionally
Waist Bending:	Frequently
Neck bending:	Frequently
Squatting:	Rarely

Climbing:	Occasionally
Kneeling:	Rarely
Crawling:	Never
Neck Twisting:	Continuously
Waist Twisting:	Frequently
Pushing/Pulling:	Occasionally

Lifting:

0-10 pounds	Occasionally
11-25 pounds	Occasionally
26-75 pounds	Rarely

Hand Activities:

Repetitive Hand Use:	Frequently
Simple Grasping:	Continuously
Power Grasping:	Frequently
Fine Manipulation:	Rarely
Hand/Arm Twisting/Turning:	Frequently
Computer Operation:	Continuously

Disaster Service Worker

The Marin Pupil Transportation Agency (MPTA) is a local government cooperative agency (joint powers agreement). All government employees in California are required to be disaster service workers. Disaster Service Worker status requires that during time of war or natural disaster, government employees can be pressed into service in the local community performing duties that are of a critical nature and required by the employees' supervisors at work or other local safety agency.

Marin Pupil Transportation Agency Executive Director Management Salary Schedule 2025-2026



220 Days

STEP	1	2	3	4	5	6	7	8	9	10	11	12	13
Hourly	\$ 51.72	\$ 54.30	\$ 57.02	\$ 59.87	\$ 62.86	\$ 64.75	\$ 66.69	\$ 68.70	\$ 70.41	\$ 72.17	\$ 73.43	\$ 74.72	\$ 76.02
Monthly	\$ 8,999	\$ 9,449	\$ 9,921	\$ 10,417	\$ 10,938	\$ 11,266	\$ 11,604	\$ 11,953	\$ 12,251	\$ 12,557	\$ 12,777	\$ 13,001	\$ 13,228
Annual	\$ 107,988	\$ 113,388	\$ 119,052	\$ 125,004	\$ 131,256	\$ 135,192	\$ 139,248	\$ 143,436	\$ 147,012	\$ 150,684	\$ 153,324	\$ 156,012	\$ 158,736

MEDICAL & DENTAL PREMIUM RATES / MEDICAL & DENTAL SHARE OF COST
01/01/2025-12/31/2025

Coverage Level	UnitedHealth care Signature Value Alliance HMO	Anthem Blue Cross Traditional HMO	Blue Shield Access+ HMO	Kaiser Permanente HMO	Western Health Advantage HMO	PERS GOLD	PERS PLATIUM	DELTA DENTAL
Employee Only	\$ 1,184.58	\$ 1,500.40	\$ 1,170.17	\$ 1,112.90	\$ 914.27	\$ 1,013.70	\$ 1,476.10	\$ 59.64
Employee + 1	\$ 2,369.16	\$ 3,000.80	\$ 2,340.34	\$ 2,225.80	\$ 1,828.54	\$ 2,027.40	\$ 2,952.20	\$ 119.30
Employee 2 +	\$ 3,079.91	\$ 3,901.04	\$ 3,042.44	\$ 2,893.54	\$ 2,377.10	\$ 2,635.62	\$ 3,837.86	\$ 172.98

Coverage Level	Employer CAP	
	MEDICAL	DENTAL
Employee Only	\$ 888.20	\$ 63.95
Employee + 1	\$ 1,532.82	\$ 119.86
Employee 2 +	\$ 1,991.43	\$ 172.37

Stipend

Masters Degree +\$1,000

Cell Phone

Personal cell phone use for business purposes shall be \$50.00 per month.

Benefits

The Executive Director shall receive employee-only health insurance per the employer cap on the same terms as provided to the classified management employees of the Fiscal Agent, San Rafael City High School District.

Retirement Benefits

Employees who retire shall receive up to \$230 per month (prorated based on FTE) for medical/dental premiums until age 65 or five (5) years, whichever comes first.

- A. Must be between 60 and 65 years of age
- B. Must have been employed by the agency and completed a minimum of 11 consecutive years (on the second longevity step)
- C. Monthly amount will be prorated based on final year FTE

Sick Leave

Executive Director is entitled to 12 days per year of sick leave, commencing on the first day of employment. Sick leave will be prorated based on fulltime equivalency.