

POSITION: Senior Advisor to the General Manager

DEPARTMENT: Office of the General Manager

REPORTS TO: General Manager

GRADE: 38

SUPERVISES: Professional and support staff as assigned

BASIC FUNCTION:

Under the direction of the General Manager, responsible for the provision of high-level advice and comprehensive research to inform strategic decision-making by the General Manager and the Senior Leadership Team; play lead role in researching and benchmarking to inform key strategic initiatives and projects, including developing and managing programs, preparing proposals and presentations, as well as influencing and negotiating on internal priorities and agendas; lead, manage and coordinate key projects with organizational-wide impact to support the goals and objectives of the Steamship Authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- In the area of strategic planning analysis, create and implement complex strategic plans, processes, and tools for cross-functional enterprise-wide collaboration to support the General Manager's goals and objectives; perform complex research, benchmarking and strategic and data analysis; drive continuous plan improvements; engage both internal and external stakeholders in all phases of the process; prepare presentations and proposals for the General Manager's consideration.
- In the area of project management, lead special projects as identified by the General Manager, ensuring projects are scoped, options are comprehensively evaluated, targeted timelines are met, and outcomes are delivered.
- Lead the successful implementation of large projects, including seeking funding opportunities.
- In the area of communications, build and sustain external and internal networks and relationships to ensure successful execution of strategic plans and projects led as directed by the General Manager.
- Prepare presentations, briefings, papers, and policy documents on a diverse range of issues for the General Manager.
- Advising on the planning, organization and implementation of Authority-wide strategic planning events to enhance the Steamship Authority's image among its primary external stakeholders.
- Act as an ambassador and role model for the Authority's Safety and Quality Management System (SQMS) through engaging communication

and influencing style while working with employees throughout all levels of the organization to seek improvements and positive outcomes.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the General Manager and the Steamship Authority in meetings as delegated.

Perform other duties as assigned by the General Manager.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database, spreadsheet software, and Web-based applications and working knowledge of social media systems.

QUALIFICATIONS:

**REQUIRED:** Undergraduate degree, or other advanced degree, from an accredited institution; Demonstrated significant experience at senior management level in a public transportation organization: Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated strong problem-solving skills; Demonstrated strong research and analytical skills; Demonstrated experience in the development and management of strategic plans; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated experience at senior management level in a public transportation organization.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**