**FAPT EXECUTIVE DIRECTOR**

Position Description

**Required Qualifications**

* Bachelor’s Degree in business, accounting, transportation, education or a related field; or an equivalent combination of education and experience
* Certification as Director of Transportation (NAPT) may be substituted for above
* Minimum of 10 years of experience in school transportation administration
* 5 years of experience in budgeting and project cost accounting
* Competence with use of Word, Excel, PowerPoint, Google Docs, Google Forms.
* Experience with Quick Books preferred

**Required Skills**

* Demonstrated leadership in providing transportation for PreK through 12 students
* Successful experience in human relations and employee management, recruitment, training and retention
* Knowledge of federal and state laws and regulations regarding the operation of public school buses
* Practical, detailed and extensive experience in planning, budgeting and implementing conferences, workshops and seminars
* Demonstrated ability to collaborate with a variety of stakeholders on areas of job responsibilities
* Ability to create flyers and promotional material on behalf of the association.

**Position Goal**

To provide exceptional leadership, guidance and support to the president and executive committee of the Florida Association for Pupil Transportation and its members.

**Performance Responsibilities**

1. Develop and maintain a membership database to include members, vendors and retired transportation employees.
2. Plan, organize, coordinate all aspects of conference and trade show, mid-year meeting, technicians summer workshop, spring meeting of driver trainers and other FAPT meetings as requested. This includes agenda coordination and production, billing and registration, advertisement, and other duties required for successful events.
3. Serve as member of the site selection committee for meeting venues.
4. Encourage and support FAPT Committees and workgroups by hosting on-line meetings and maintaining minutes and other documents as needed.
5. Invoice and maintain all financial records for registration.
6. Provide fiscal management of all accounts.
7. Coordinate with accounting firm the annual IRS report, file annual corporate reports with Dept of State Division of Corporations
8. Obtain and maintain liability insurance and obtain additional liability certificates as needed for event venues.
9. Assist the president as requested with communication of issues of significance to the membership such as proposed legislation, federal rulemaking, etc.
10. Attend meetings and conferences, both within Florida and nationally as requested by the president to represent the Association.
11. Coordinate the production of newsletters and other electronic communications.
12. Maintain up to date web page by coordinating and/or providing the designated web master with all material for posting.
13. Schedule and maintain minutes for all meetings of the executive committee and serve on the committee as a non-voting member.
14. Other duties as assigned by the President

Terms of Contracted Service:

1. Executive Director shall receive $20,000 per year, payable the end of each month.
2. Reimbursement shall be provided for approved travel to FAPT meetings and related business and shall be consistent with Chapter 112, F.S. pertaining to government employees.
3. Reimbursement shall be provided for all Association-related needs; equipment, supplies, maintenance, and communications expenses directly incurred in Association business.
4. Membership fee and registration fees for FAPT shall be waived.
5. The Executive Director shall serve under an annual contract following performance appraisal by the Executive Committee on a bi-annual basis.