

**BOARD OF SUPERVISORS**

**READING FILE**

**September 13, 2005**

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For Your Information

- a. Job Description for Executive Director of Williamsburg Area Transport Authority

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MEMORANDUM

DATE: September 13, 2005  
TO: The Board of Supervisors  
FROM: Doug Powell, Acting Manager of Community Services  
SUBJECT: Job Description for Executive Director of Williamsburg Area Transport Authority

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At the Board's work session on the potential for creating a regional public transit authority, the Board asked to see the job description for the Executive Director position. The job description is attached.

At the work session, I stated that the Executive Director would focus only on the creation of the Authority until the Authority was created. In subsequent conversations with the partners of the proposed Authority, the consensus was that more qualified candidates could be attracted if the position assumed management responsibility for Williamsburg Area Transport immediately upon employment. The job description reflects this change.

If you have any questions or want additional information, please let me know.

  
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Doug Powell

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Attachment