

Antelope Valley Schools Transportation Agency

TITLE: Chief Executive Officer

PRIMARY PURPOSE

Under the direction of the Board of Directors, the Chief Executive Officer provides overall leadership, strategic direction, and operational oversight for the Antelope Valley Schools Transportation Agency. The CEO is responsible for the safe, reliable, and efficient delivery of pupil transportation services to member districts and for the long-term sustainability and effectiveness of the Agency. The CEO reports directly to the Board, serves as its primary executive partner, and assumes ultimate responsibility for all Agency employees.

REPORTS TO: Board of Directors

SUPERVISES: Agency management personnel

TERMS OF EMPLOYMENT: 12-month

WAGE/HOUR STATUS: AVSTA Management Confidential Salary Schedule, health and benefits package, 24 days of vacation and 12 sick days

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as Chief Executive Officer to the Board of Directors, member districts, and the community.
2. Serves as Secretary to the Board of Directors.
3. Provides the Board with clear options, data, and recommendations to support informed policy decisions.
4. Implements Board-established goals and priorities.
5. Plans, directs, and evaluates the overall operation of the Agency, including home-to-school, Special Education, McKinney-Vento, and field trip transportation.
6. Prepares, manages, and presents the Agency budget; maintains transparent cost allocation practices and strong internal controls.
7. Secures and manages grant funding, including support for zero-emission vehicle transition and related infrastructure.
8. Improves operational efficiency, route performance, fleet utilization, and service reliability.
9. Addresses workforce needs through recruitment, retention, training, and effective labor relations.
10. Ensures compliance with applicable California pupil transportation, fleet safety, and regulatory requirements.
11. Maintains productive working relationships with member-district administrators.
12. Leads collective bargaining and day-to-day labor-management relations in a unionized environment.
13. Builds organizational systems and staff capacity.
14. Implements staff development and training programs.
15. Recommends employment actions and enters into contracts on behalf of the Agency.
16. Prepares clear management reports and performance information for the Board.
17. Performs related duties as assigned by the Board of Directors.

QUALIFICATIONS

Required

- Bachelor's degree from an accredited institution; substantial senior administrative experience may be considered in lieu of the degree.
- At least five years of senior leadership experience (Director level or above) in fleet operations, public transit, or K–12 pupil transportation.
- Demonstrated experience leading in a unionized public-sector environment. - Strong public-sector budget and financial management experience. - Excellent oral and written communication skills.
- Valid California driver's license.

Highly Desirable

- Experience with Special Education and McKinney-Vento transportation requirements. - Experience securing and managing capital grants and infrastructure projects.
- Familiarity with routing, GPS, and fleet management systems.
- Knowledge of California pupil transportation and fleet safety regulations. - Experience in a Joint Powers Authority or multi-agency setting.
- Master's degree or professional certification in a related field.

SPECIAL WORKING CONDITIONS

Maintain emotional control under stress. Occasional statewide travel and irregular hours may be required.

EVALUATION

Performance is evaluated annually by the Board of Directors, with emphasis on operational performance, fiscal stewardship, progress on Board priorities, and the effectiveness of the working relationship with the Board