The North Central Regional Transit District (NCRTD) was formed in 2004, as New Mexico's first regional transit district and provides transit services within the counties of Los Alamos, Rio Arriba, Santa Fe and Taos, covering a 10,079-square mile area, with an approximate population of 289,441. NCRTD's vision is to be the leading rural public transportation organization connecting communities and enhancing cultural, environmental, social, and economic opportunities for the betterment of our region.

The area is strategically located along Interstate 25 and State Highways 64, 84, and 285. This North Central New Mexico area, known for its high desert scenic beauty with amazing colors, is home to two gorgeous mountain ranges and fascinating cultural nuances where residents and visitors enjoy endless recreational activities, art, history and great cuisine. The area is known for the unique landscape that inspired Georgia O'Keeffe's colorful and picturesque paintings and has one of North America's greatest concentrations of active artists and craftspeople. There are more fine art galleries, studios and guild-style cooperatives in the region than in almost any other part of the country.

North Central New Mexico is a four-season recreational paradise offering a wide variety of outdoor pursuits. In warmer months, the area boasts some of the best fly-fishing, mountain biking, rock climbing and horseback riding in the world. Outdoor enthusiasts also enjoy camping, boating, white-water rafting, hiking, wind surfing, swimming, water skiing, soaring and even hot-air ballooning. During the winter months, powdery snow beckons skiers and snow boarders to the resorts of Taos Ski Valley, Ski Santa Fe, Angel Fire Resort, Red River, and many others.

Cultural offerings include a variety of performing art centers, the Santa Fe Opera and a vast number of museums highlighting everything from Spanish Colonial and Native American culture and renowned fine art and folk art, to artifacts dating from the Manhattan Project to major scientific efforts made by Los Alamos National Laboratory. Festivals and events include the International Folk Art Market, Santa Fe Indian/Spanish Market, Albuquerque International Balloon Fiesta, and Española, Santa Fe, and Taos Fiestas.

Housing and employment options in the region are abundant. Home choices range from upscale apartments and condos to single-family homes and ranches with acreage.

A number of colleges and universities are located nearby including University of New Mexico, Highlands University and Northern New Mexico College.
ABOUT THE POSITION

This is a unique opportunity to be part of the NCRTD leadership team. The position reports directly to the Executive Director and is one of five department heads.

The chosen candidate will have the opportunity to continue to build the operation from the ground up by creating a full-service human resources department that includes development of comprehensive policies and organizational development initiatives.

The Human Resources Director will be responsible for several key initiatives for the organization including:

- Refinement of the District’s recruitment and hiring practices in order to enhance and revise the process to one that is competency based on the District’s core principles and values and focused on increasing retention.
- Transitioning from the existing HRIS system to a new public sector human resources software.
- Developing human resources performance measures and scoreboard to ensure internal and external alignment with District goals and objectives that gauge program effectiveness.
- Review the District’s existing human resources program for needed modifications and enhancements.
- Maintenance of the EEO plan.
- Implementation of the adopted agency safety plan.
- Assist in the ongoing implementation of the Service Excellence Program.
- Create opportunities for internal leadership and organizational development.
- Develop an inclusive outreach program to encompass employees in various District service areas.
- Serve as the Districts compliance officer for ADA and Title VI Programs.
- Enhancement of the Employee Recognition Program.
- Development of an Employee Wellness Program.
- Contribute to the efforts to re-imagine managing through the current impacts of the pandemic as well as future implications for public transportation.

IDEAL CANDIDATE

The selected candidate will be a human resource professional skilled in the art of leadership and organizational behavior management, with proven experience in cooperative problem-solving using diplomacy and insight. Being adept in making decisions where established procedures may not always exist is a desired attribute. Experience in compensation, benefit administration, recruitment, performance appraisals, and employee relations in a public or private organization is ideal.

The new Human Resources Director should be an exceptional communicator with the ability to establish and maintain effective working relationships with Federal, State, and local government officials, co-workers, and the public.

Proficiency in maintaining quality work production while dealing with pressures imposed from within and outside the department is crucial. The successful candidate will be an internal champion of customer service and be able to grow the customer service program through a management philosophy of service excellence.

The ideal candidate will demonstrate an open, approachable and informative communication style and ability to tactfully and compassionately address personnel issues as well as respecting and supporting diversity.
EDUCATION & EXPERIENCE
The successful candidate must have a bachelor’s degree in Human Resources Management, Public Administration, or a related field. Four years of progressively responsible work experience creating, implementing, or delivering training and organizational development programs in the field of human resources is required. Professional certification as PHR or SPHR is preferred. The position requires considerable knowledge of Human Resources management theory, methods, practices, and legal requirements relating to FLSA, FLMA, ADA, EEO, COBRA, benefits, recruitment, and compensation.

COMPENSATION AND BENEFITS
NCRTD offers a competitive hiring range of $74,017 to $111,025; placement within this range is dependent upon qualifications. NCRTD participates in the Public Employees Retirement Association of New Mexico. The District provides excellent leave and insurance benefits, a flex work schedule and relocation expenses.

This position will remain open until filled, however first review of applicants will take place on September 7, 2020. Applicants are required to complete a District application available at www.RidetheBlueBus.com.

APPLICATION PROCESS
Interested candidates must submit a resume, letter of interest, list of references, District application and current salary and submit to:

Karolyn Prince-Mercer
The Mercer Group
1000 Cordova Place #726
Santa Fe, NM 87505

Electronic submittals are strongly preferred - please send to: kprince-mercerc@mercergroupinc.com

NCRTD PROFESSIONAL STANDARDS
The District has adopted professional standards that are crucial for embodiment by all levels of the organization. Each NCRTD employee is expected to:

• Remain a professional, balanced, respectful, problem-solver, even under stress or when out of your comfort zone.
• Demonstrate trustworthy behavior and speech (personal integrity and professional competence, do what you say you will do, be dependable, be accountable, act as a contributing member of our professional team).
• Show respect for coworkers and customers (be attentive, recognize others’ contributions and concerns, maintain the dignity of all people, empathize, honor differences, build rapport when possible and forgiveness where necessary).
• Keep a positive, “can do” attitude toward tasks, coworkers, management and customers.
• Communicate coherently (listen to understand, speak to be understood, no blaming, ask questions).
• Demonstrate flexibility in the face of changes and new ideas (understand why changes are being made, ask questions about them when necessary, give them a chance and offer feedback where appropriate).
• Be a steward (1) of our organization’s resources (avoid waste, suggest cost saving ideas, take care of things by keeping them clean and the area safe); and (2) of your personal career (identify one or two areas of growth, learning or certification to pursue every year).

We Value
Professional Excellence:
Neighborly
Communication
Respectful
Trustworthy
Dedicated
NCRTD Vision Statement: “To be the leading rural public transportation organization connecting communities and enhancing cultural, environmental, social and economic opportunities for the betterment of our region.”

NCRTD Mission Statement: “To provide safe, secure and effective public transportation within North Central New Mexico in order to enhance the quality of life of our citizens by providing mobility options and economic opportunities throughout the region.”

RESOURCES
SCHOOLS DISTRICTS:
Española Public Schools
www.k12Espanola.org
Los Alamos Public Schools
www.laschools.net
Pojoaque Valley School District
pvs.k12.nm.us
Santa Fe Public Schools
www.sfps.info
Taos Municipal Schools
www.taosschools.org

NORTH CENTRAL REGIONAL TRANSIT DISTRICT
www.ncrtd.org

CHAMBER OF COMMERCE WEBSITES:
www.españolanmchamber.com
www.chamavalley.com/relocation.html
www.losalamoschamber.com
www.santafechamber.com www.taoschamber.com

RIDETHETHEBLUEBUS.COM