



**NOTICE OF SPECIAL COMMISSION MEETING AND AGENDA
DES MOINES AREA REGIONAL TRANSIT AUTHORITY
DART MULTIMODAL ROOM, 620 CHERRY STREET, DES MOINES
ZOOM -**

<https://ridedart.zoom.us/j/84557519157?pwd=Wb9O9KGjrav6g6FQyn123aoiDydCN6.1>

**DIAL IN – 1-312-626-6799/ACCESS CODE – 888506/PASSCODE - 845 5751 9157
TUESDAY, MARCH 17, 2026, 4:30 PM**

1. CALL TO ORDER
2. ROLL CALL AND ESTABLISHMENT OF QUORUM
3. NOTICE OF MEETING
4. APPROVAL OF MARCH 17, 2026, AGENDA
5. PUBLIC COMMENT (Limit 3 minutes)
6. ACTION ITEMS
 - A. DART Leadership Transition Plan
7. ADJOURN

ACTION ITEM



6A:	DART Leadership Transition Plan
Action:	Approve various actions related to the DART Leadership Transition Plan

Staff Resource: *Erin Clanton, Brick Gentry
Amanda Wanke, CEO*

Background

- With the departure of Amanda Wanke, DART's Chief Executive Officer (CEO) in May 2026, the Commission will need to work through a process to find a new CEO.
- The Executive Committee met in exempt session on Wednesday, March 11, and determined that, rather than engage a third-party search firm, they would like to serve as the Search Committee. The Search Committee will initially search for internal/local talent.
- The following action items provide more information and authorize specific next steps in this process.

A. Approve the CEO Job Description: The CEO job description (6A1) has been updated and reviewed by the Executive Committee and is ready for full Commission approval.

B. Authorize the Executive Committee to serve as the Search Committee: The Executive Committee will serve as the Search Committee and perform the following actions:

- i. Authorize a CEO candidate search notice and posting procedures.
- ii. Conduct the interview process for prospective CEO candidates.
- iii. Select a preferred candidate for consideration by the full Commission.
- iv. Prepare the compensation package and employment agreement for the new CEO.
- v. As part of this process, the Executive Committee commits to:

Confidentiality: Confidentiality must be always maintained to the fullest extent allowed by law. Executive Committee members are acting as agents of DART when recruiting. As allowed by law, all confidential aspects of the search process are not to be discussed with anyone outside of the Executive Committee (including, without limitation, applicants' names, screening results, interview questions, interview responses, Search Committee discussions, etc.). Recruitment materials (including, without limitation, application materials and screening/interviewing forms) should only be reviewed by Executive Committee members in private. If anyone outside of the Executive Committee inquires about anything of a confidential nature, Executive Committee members are to maintain the confidentiality of such information and inform such person that the requested information is confidential and that the Executive Committee member cannot disclose such information.

Participation: Input is essential for the development of the job announcement, screening criteria, interview criteria and questions, the selection of candidates for interviews and to

ACTION ITEM

6A: Reimagine DART Implementation Approvals



recommend a preferred candidate to the Commission for their consideration and subsequent vote on a compensation package and employment agreement. Executive Committee members must be present at every search-related meeting to have the opportunity to give this input. Regular attendance is required.

- C. Affirm the Executive Committee recommendation to first search for internal/local talent:** Given the point at which DART finds itself, in which there is a desire to continue on the path the organization is moving; focus on implementation and execution of Reimagine DART; and create continuity for the Commission and staff, the Executive Committee recommends posting the CEO position publicly for 10 days and then proceeding in a timely manner to determine if there is a potential candidate to recommend to the Commission. If no such candidate is identified before the end of April, the Executive Committee will consider additional actions such as interim leadership and/or hiring a national search firm.
- D. Authorize Jennifer Bryant with Human Pivot Consulting to serve as the main point of contact for applications and the Executive Committee and to proceed with posting the position:** Jennifer Bryant with Human Pivot Consulting to serve as a human resources consultant for DART and other businesses and governments in the Greater Des Moines area and has a background in executive-level hiring.

Recommendation

Approve the following actions related to the DART Leadership Transition Plan:

- i. Authorize a CEO candidate search notice and posting procedures.
- ii. Conduct the interview process for prospective CEO candidates.
- iii. Select a preferred candidate for consideration by the full Commission.
- iv. Prepare the compensation package and employment agreement for the new CEO.
- v. As part of this process, the Executive Committee commits to the confidentiality and participation clauses noted above.



<u>Title:</u> Chief Executive Officer	<u>Department:</u> Administration
<u>FLSA Status:</u> Exempt	<u>Supervisor:</u> DART Board of Commissioners
<u>Pay Grade/Code:</u> 24	<u>Safety Sensitive:</u> NO
<u>Approved Date:</u> March 2026	<u>Approved By:</u> DART Commission

POSITION SUMMARY:

The Chief Executive Officer (CEO) serves as the chief executive of DART and reports directly to the Commission. The CEO is responsible for the overall administration, management, and operations of the agency, ensuring the delivery of safe, reliable, accessible, and cost-effective transit services for the region. The CEO provides organizational leadership and ensures effective implementation of policies, programs, and services that support the agency’s mission.

The CEO advises the Commission on service operations, organizational priorities, and business affairs, and leads the implementation of policies and strategic direction established by the Commission.

As the primary representative of DART, the CEO advocates for public transportation at the local, state, and national levels, working to secure funding, strengthen partnerships, and advance policies that support regional mobility and economic development.

The CEO fosters strong and collaborative relationships with employees, labor unions, government partners, local businesses, community organizations, advocacy groups, the media, and the public. Through active engagement and communication, the CEO champions DART’s services to provide equitable, accessible, and affordable transportation options that enhance mobility and quality of life for residents and visitors throughout the region.

POSITION RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

Strategic Leadership and Governance

- Provide strategic leadership and vision for the organization in collaboration with the Commission
- Ensure strong collaboration and communication with the DART Commission and member communities
- Advise the Commission on policy, operational, financial, and strategic matters affecting the agency
- Implement policies and directives established by the Commission
- Develop and execute short- and long-range plans to meet the current and future transportation needs of the region
- Promote innovation and continuous improvement in transit service delivery, operations, and mobility solutions

Organizational Leadership and Management

- Direct and oversee all agency functions including but not limited to operations, external affairs, strategy, finance, human resources, planning, capital programs, customer experience and information technology
- Establish organizational goals, performance expectations, and management priorities
- Provide leadership and guidance to the executive leadership team and ensure effective coordination across departments
- Foster a culture of accountability, collaboration, and continuous improvement throughout the organization
- Evaluate organizational structure and leadership effectiveness to ensure efficient and effective agency performance

Operations and Service Delivery

- Ensure the delivery of safe, reliable, and high-quality transit services
- Oversee the management of vehicles, facilities, equipment, and infrastructure
- Support the implementation of strategies to improve service reliability, operational efficiency, and customer experience
- Ensure the establishment and enforcement of safety, operational, and performance standards

Financial Management and Funding

- Guide the development and administration of the agency's annual operating and capital budgets
- Ensure sound fiscal management and responsible stewardship of public resources
- Identify and ensure the organization pursues new funding opportunities to support transit operations and capital investments
- Oversee financial planning, procurement, grants management, and compliance with all applicable financial regulations
- Direct the development of financial strategies that support long-term organizational sustainability

Capital Planning and Infrastructure

- Provide leadership for major capital programs including facilities, fleet modernization, and infrastructure investments
- Guide long-term capital planning efforts to support service expansion, modernization, and emerging mobility technologies

- Oversee project planning, funding strategies, and implementation of major capital initiatives

Workforce Leadership and Labor Relations

- Provide direction to build and maintain a skilled, engaged, and high-performing workforce
- Promote a positive workplace culture grounded in respect, inclusion, and collaboration
- Work constructively with labor unions and union leadership to maintain productive labor-management relationships
- Oversee collective bargaining negotiations and administration of labor agreements
- Support employee development, training and succession planning initiatives

External Relations and Community Engagement

- Represent the agency in interactions with federal, state, and local government officials, transportation organizations, and industry partners
- Advocate for policies and funding that support public transportation and regional mobility
- Build strong relationships with member communities, businesses, community organizations, and advocacy groups
- Communicate effectively with the public, media, and stakeholders regarding agency priorities and initiatives
- Promote public awareness of the value of transit in improving quality of life and expanding economic opportunities

Equity, Accessibility, and Compliance

- Ensure compliance with all federal, state, and local laws and regulations governing public transit operations
- Promote equal employment opportunity and affirmative action programs
- Ensure compliance with the Americans with Disabilities Act and promote accessibility across all services
- Support equitable access to transit services for diverse communities throughout the region

QUALIFICATIONS:

Education and Experience

A bachelor's degree in public administration, business administration, transportation, engineering, or a related field is required. A master's degree in a related field is preferred.

Candidates should possess extensive senior leadership experience with 7+ years of transit agency leadership experience. Experience managing large operational organizations, overseeing substantial operating and capital budgets, and working with governing boards or commissions is strongly preferred.

Experience securing and managing federal, state, and local funding for transportation programs and capital projects is highly desirable.

Knowledge, Skills, and Abilities

The successful candidate will demonstrate:

- Comprehensive knowledge of public administration, organizational management, and transit operations
- Strong knowledge of public finance including budgeting, capital planning, grants, and public funding mechanisms
- Understanding of transportation trends, emerging mobility technologies, and best practices in the transit industry
- Knowledge of labor relations, collective bargaining, and workforce management
- Ability to develop and implement strategic initiatives in a complex operating environment
- Strong analytical and decision-making skills supported by data and performance metrics
- Exceptional communication and public engagement skills
- Ability to build and maintain collaborative relationships with diverse stakeholders
- Demonstrated commitment to public service, ethical leadership, and organizational transparency

Leadership Competencies

The CEO is expected to demonstrate:

- Strategic vision and forward-thinking leadership
- Integrity and ethical decision-making
- Political and organizational awareness
- Collaborative leadership and team development
- Proven ability to lead change management
- Effective communication and public engagement
- Commitment to equity, accessibility, and community service

WORK ENVIRONMENT:

Supervisory Responsibility

Work requires managing and monitoring work performance of all department executives including evaluating objectives and effectiveness, establishing broad organizational goals and realigning work.

Physical Demands and Work Conditions

Work is primarily performed in an office environment with frequent meetings and public engagement activities. The position requires the physical condition necessary to perform tasks in an office setting operating a computer, keyboards, and other peripheral equipment. The position also requires physical mobility in order to travel within the region and occasional travel to state and national meetings, conferences, and legislative events.

DISCLAIMER:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the DART Commission reserves the right to revise the functions and duties of the position, or to require that additional or different tasks be performed when circumstances change (e.g., emergencies, staff shortages, workload changes, rush jobs, or technological developments).