



## General Manager, Chief Administrative Officer Ottawa Student Transportation Authority

Location: Ottawa, ON

The Ottawa Student Transportation Authority (OSTA) is responsible for all home-to-school transportation on behalf of the Ottawa-Carleton District School Board (OCDSB) and the Ottawa Catholic School Board (OCSB). With a Service area covering 2,670 sq. km and 227 schools, OSTA's mission is to deliver safe, efficient, effective, and equitable multi-modal transportation solutions to over 124,000 students with superior customer service for OCDSB and OCSB.

Reporting to the Board of Directors through the Executive Committee, the GM-CAO is responsible for developing OSTA's vision, mission and strategic plan, while providing effective management of staff and fostering a team environment between OSTA staff and the individual school boards. The GM-CAO is responsible for preparing and recommending efficient budget estimates and administering OSTA's annual budget to meet the Board's needs and providing transparency to stakeholders. Acting as the primary spokesperson, the GM-CAO works collaboratively to foster positive relationships with internal and external stakeholders and enhance community relationships. As the chief contact for OSTA's participation in emergency planning activities, the GM-CAO manages and interprets various legal issues and remains current in changes in the political, education and transportation environment and provide support to member Boards with respect to policy, procedure, and service.

As the ideal candidate, you bring a visionary approach to developing working groups and cohesive teams while delivering on organizational goals. A solutions-oriented thinker, you lead by example, and have a demonstrated commitment to learning and overall professional development. You have excellent interpersonal, decision-making, organizational and communication skills. You have demonstrated experience collaborating with supporting entities (e.g., board of directors, school boards, parents, bus operators, provincial government, other related organizations, unions) as well as experience developing and administering large budgets and negotiating service contracts.

To learn more on the GM-CAO role and OSTA, an organization that impacts the lives of children and communities, please contact Kathy Rahme ([krahme@boyden.com](mailto:krahme@boyden.com)) and Kate Ralston ([kralston@boyden.com](mailto:kralston@boyden.com)) and **state the title of the position in the subject line of your e-mail**. To apply, please submit your Cover Letter and CV at: <https://boyden.thriveapp.ly/job/2283>

*OSTA is committed to building diverse, equitable, inclusive, and accessible working environments and welcomes those who would contribute to the further diversification of staff including, but not limited to, women, racialized persons, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity to apply.*

*We thank all applicants for their interest, however only those under consideration for the role will be contacted.*