

Nantucket Regional Transit Authority

20 R South Water Street, Nantucket, MA 02554
Phone: 508-325-9571 • TTY: 508-325-7516
www.nrtawave.com • nrta@nantucket-ma.gov

AGENDA NRTA ADVISORY BOARD May 7, 2025

YOU TUBE LINK FOR VIEWING ONLY:

<https://youtube.com/live/r1gSQdNnDZc>

ZOOM WEBINAR REGISTRATION LINK TO VITUALLY ATTEND MEETING:

https://us06web.zoom.us/webinar/register/WN_Ni8CllEBTw2e-0EdIM34ww

- I. Public Comment
- II. Administrator Report
 - 1. Staffing Update
 - 2. Workforce Housing
 - 3. Fleet Electrification
 - 4. Capital Expenses FY25
 - 5. Seasonal Summer Buses
 - 6. Ridership
- III. Bus Stop Relocation
- IV. FY 26 Budget
- V. Administrator Contract
- VI. Other Business



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II. Administrator Report

Staffing Update:

As the process of restructuring NRTA continues I wanted to inform the Board of staffing changes in the administrative offices. After 20 years of dedicated service to NRTA Cindy Clarkson has retired from her position as Office Assistant. I am in the process of filling the position of administrative assistant to fill this opening.

Debra Shores has been hired to fill the position of Chief Financial Officer at NRTA and started the position on March 20, 2025. Deb comes when many years' experience dealing with municipal finance and has a wealth of knowledge concerning the processes of dealing with the State regarding how it funds the Regional Transit Authorities. Deb comes to NRTA from her position at Cape Cod Regional Transit Authority and we will be working closely continuing the process of restructuring the Authorities' processes and procedures.

Workforce Housing:

Last year NRTA purchased two houses for employee housing and will have an additional five houses leased to provide adequate housing for the staff needed for the season. NRTA has additional capital funding available for housing initiatives and is pursuing land acquisition for the construction of additional housing next fiscal year.

Fleet Electrification:

NRTA continues with its plan of vehicle replacement with no emission or low emission buses. We will be taking delivery of three additional battery- electric eJest buses this week raising the number of electric buses acquired in the last two years to eight. We also have taken delivery of five electric Ford ETransit vans that will be used for On-Demand services that we hope to be piloting in the coming months and one electric support vehicle. NRTA has received a Connectivity Grant to fund the On-Demand service. We also continue with infrastructure work at the maintenance facility for additional vehicle charging stations to be installed.

Capital Expenses FY25:



NRTA received \$2,927,000 in funding for capital projects including vehicle purchases, infrastructure work, preventative maintenance, workforce housing initiatives and other various projects. NRTA also has grants awarded for the purchase of battery electric buses and hybrid electric buses that total approximately \$9,000,000 and we are working on the procurement aspects of these replacements.

Seasonal Summer Buses:

Due to the age of many of the current NRTA buses and the costs to keep them running I have made the decision to lease new gasoline powered buses to cover some of the routes for the season. The vehicles are in the delivery process now and will need to have bike racks installed and our tracking/camera systems when they arrive. The plan as of now will be to operate these vehicles on the Madaket Routes as well as Surfside and Sconset via Polpis Routes. The additional smaller electric eJest buses will cover the Fast Ferry Routes and Jetties Beach Route as well as the Mid-Island and Miacomet Routes. This will now lower the use of the old diesel powered buses and only run four to five of these buses daily.

Ridership:

I have attached a copy of our Ridership Report for FY25 along with the comparison of FY24. Since going Fare Free in April 2024 ridership has increased by 73% going from 190,000 passengers (July-April FY24) to more than 328,000 passengers during the same period in FY25. NRTA expects FY25 ridership to be approx. 420,000.

III. Bus Stop relocation:

There has been a request from Town Administration regarding relocating the Bus Stop at Jetties Beach. After review, NRTA has agreed to move the stop to the lower lot near the tennis courts.

NRTA would like to move the current stop Orange St/Landmark on the outbound side the Daves St. The Orange Street stop does not have adequate room for a bench leaving passengers to sit on the hill at the homeowners property. Moving the stop slightly down the road provides a similar stop for the bus and allows for a bus stop bench.

NRTA is in the process of exploring deviating the Mid Island and Miacomet routes to include stops at the hospital entrance.

IV. FY26 Budget:

Budget attached to agenda packet.

V. Administrator Contract:

VI. Public Comment



2025 Nantucket Regional Transit Authority
Program Activity: Transit

						STIP: 2025 - 2029 (A)			
Program	MassDOT Project ID	RTA	Municipality	MassDOT Project Description	Funding Source	Total Programmed Funds	Federal Funds	State Funds	Other Funds
Federal Fiscal Year 2025									
Operating	NRTA012062	NRTA		NRTA - Operating Assistance 5311(f) 50%	5311	\$907,364	\$907,364		
Operating	NRTA012062	NRTA		NRTA - Operating Assistance 5311(f) 50%	LF	\$226,841			\$226,841
Operating	NRTA012062	NRTA		NRTA - Operating Assistance 5311(f) 50%	SCA	\$680,523		\$680,523	
Operating	RTD0010792	NRTA		UP TO 50% FEDERAL SHARE	LF	\$618,620			\$618,620
RTA Facility & System Modernization	NRTA011802	NRTA		lease of employee housing	RTACAP	\$275,000		\$275,000	
RTA Facility & System Modernization	NRTA011804	NRTA		NRTA-Acquire workforce housing	RTACAP	\$1,200,000		\$1,200,000	
RTA Facility & System Modernization	NRTA011805	NRTA		Bus Terminal Electric upgrades and facility upgrades	RTACAP	\$100,000		\$100,000	
RTA Facility & System Modernization	NRTA011806	NRTA		Facility upgrades to Maintenance Garage for Electric charging	RTACAP	\$125,000		\$125,000	
RTA Facility & System Modernization	RTD0010776	NRTA		NRTA - TRAVELER INFORMATION	RTACAP	\$75,000		\$75,000	
RTA Facility & System Modernization	RTD0010782	NRTA		NRTA - REHAB/RENOVATE - MOBILE FARE COLL EQUIP	RTACAP	\$0		\$0	
RTA Facility & System Modernization	RTD0011298	NRTA		NRTA - REHAB/RENOVATE BUS SUPPORT FACIL/EQUIP	RTACAP	\$50,000		\$50,000	
RTA Facility & System Modernization	T00131	NRTA		Shop Equipment for vehicle maintenance	RTACAP	\$0		\$0	
RTA Facility & System Modernization	T00132	NRTA		Facility improvements for propane bus fueling	RTACAP	\$0		\$0	
RTA Facility & Vehicle Maintenance	NRTA011797	NRTA		purchase of electric support vehicles	RTACAP	\$50,000		\$50,000	
RTA Facility & Vehicle Maintenance	NRTA011803	NRTA		replacement vans	RTACAP	\$0		\$0	
RTA Facility & Vehicle Maintenance	RTD0010775	NRTA		NRTA - PREVENTIVE MAINTENANCE	RTACAP	\$50,000		\$50,000	
RTA Facility & Vehicle Maintenance	T00131	NRTA		Shop Equipment for vehicle maintenance	RTACAP	\$100,000		\$100,000	
RTA Vehicle Replacement	NRTA011798	NRTA		Purchase <30 foot transit buses	RTACAP	\$850,000		\$850,000	
RTA Vehicle Replacement	NRTA011800	NRTA		NRTA Buy Replacement <30 FT Bus	5339 Statewide	\$520,000	\$520,000		
RTA Vehicle Replacement	NRTA011803	NRTA		replacement vans	5339 Statewide	\$200,800	\$200,800		
RTA Vehicle Replacement	NRTA011803	NRTA		replacement vans	RTACAP	\$52,000		\$52,000	
RTA Vehicle Replacement	NRTA012011	NRTA		NRTA-BUY REPLACEMENT 35 FT LF-HD DIESEL ELECTRIC HYBRID BUS	DOF	\$4,143,750	\$4,143,750		



2025 Nantucket Regional Transit Authority
Program Activity: Transit

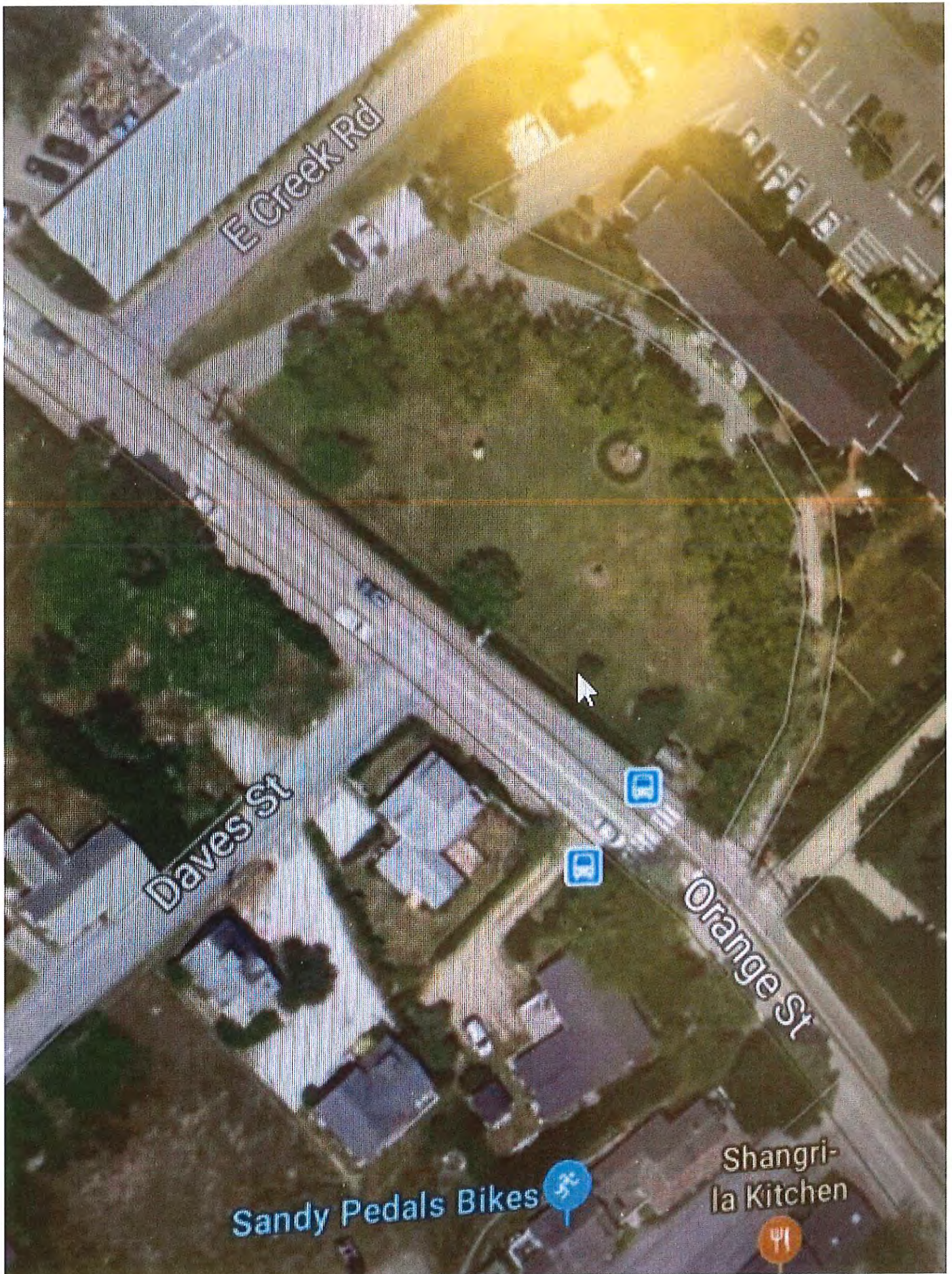
						STIP: 2025 - 2029 (A)			
Program	MassDOT Project ID	RTA	Municipality	MassDOT Project Description	Funding Source	Total Programmed Funds	Federal Funds	State Funds	Other Funds
Federal Fiscal Year 2025									
RTA Vehicle Replacement	NRTA012107	NRTA		NRTA - Purchase of 2 Electric Vehicles - Community Transit Grant	5310	\$191,847	\$191,847		
RTA Vehicle Replacement	NRTA012107	NRTA		NRTA - Purchase of 2 Electric Vehicles - Community Transit Grant	GOBOND	\$33,855		\$33,855	
					5310 Programmed	\$191,847	\$191,847		
					5311 Programmed	\$907,364	\$907,364		
					5339 Statewide Programmed	\$720,800	\$720,800		
					DOF Programmed	\$4,143,750	\$4,143,750		
					GOBOND Programmed	\$33,855		\$33,855	
					LF Programmed	\$845,461			\$845,461
					RTACAP Programmed	\$2,927,000		\$2,927,000	
					SCA Programmed	\$680,523		\$680,523	
Total Programmed for Nantucket Regional Transit Authority Projects						\$10,450,600	\$5,963,761	\$3,641,378	\$845,461

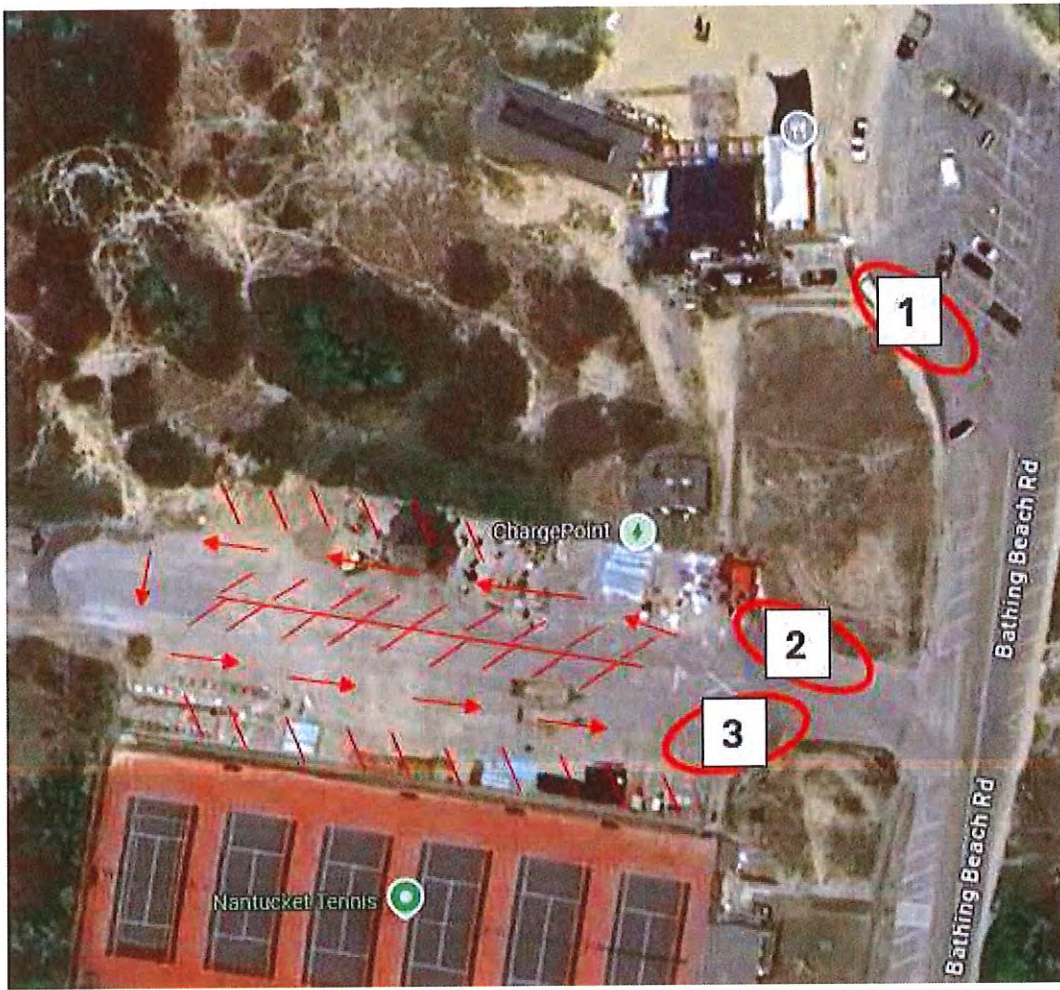
FY24 RIDERSHIP

MONTH	AIRPORT	JETTIES	MADAKET	MIACOMET	MID ISLAND	MILESTONE	OLD SOUTH	POLPIS	SURFSIDE	TOTAL
June Total	7,849	1,438	8,342	14,742	14,432	4,602	10,971	1,541	614	64,531
May Total	1,952	0	2,030	7,484	7,348	0	8,388	0	0	27,202
April Total	0	0	0	3,289	3,167	364	3,502	0	0	10,322
March Total	0	0	0	1,474	1,469	0	1,438	0	0	4,381
February Total	0	0	0	1,643	1,427	0	1,225	0	0	4,295
January Total	0	0	0	716	894	0	1,290	0	0	2,900
December Total	0	0	0	1,793	1,576	0	1,715	0	0	5,084
November Total	0	0	0	1,988	2,234	0	2,124	0	0	6,346
October Total	0	0	66	3,475	3,382	0	5,338	0	0	12,261
September Total	1,684	430	3,165	5,368	5,808	1,900	7,393	293	247	26,288
August Total	5,970	2,600	10,695	9,582	10,012	5,333	8,221	2,287	2,239	56,939
July Total	5,694	3,503	10,218	10,641	10,887	6,262	9,629	2,302	2,287	61,423
Total	23,149	7,971	34,516	62,195	62,636	18,461	61,234	6,423	5,387	281,972

FY25 RIDERSHIP

MONTH	AIRPORT	JETTIES	MADAKET	MIACOMET	MID ISLAND	MILESTONE	OLD SOUTH	POLPIS	SURFSIDE	FAST FERRY	TOTAL	INCREASE
JUNE												
MAY												
APRIL	2,567			4,243	4,278	974	3,459			536	16,057	56%
MARCH	1,538	0	0	2,560	3,157	0	1,708	0	0	446	9,409	115%
FEBRUARY	1,059	0	0	1,820	2,262	0	1,295	0	0	296	6,732	57%
JANUARY	1,241	0	0	1,934	2,278	0	1,362	0	0	316	7,131	145%
DECEMBER	1,856	0	0	2,785	3,368	0	2,084	0	0	436	10,529	107%
NOVEMBER	2,204	0	0	2,861	3,524	419	1,822	0	0	340	11,170	76%
OCTOBER	4,950	0	0	5,616	6,162	0	6,363	0	0	N/A	23,091	88%
SEPTEMBER	6,637	207	4,145	8,931	10,277	3,538	7,993	195	124	N/A	42,047	60%
AUGUST	10,895	6,357	15,753	18,836	19,710	7,858	13,495	3,500	3,695	N/A	100,099	76%
JULY	10,276	7,897	16,438	20,481	20,251	7,163	11,160	4,081	4,354	N/A	102,101	66%
TOTAL	0	14,461	36,336	65,824	70,989	19,952	47,282	7,776	8,173	1,834	328,366	73%





UPDATE 4/1/2025	FY26 Draft
Revenue	
Transportation services revenue: Farebox	0
Contract Revenue	585434
Transportation Services revenue: other income	6000
Federal 5311/CARES/CRRSAA/ARPA	1211786
Interest income	12000
Other income	0
Third Party reimbursements(private funding)	
TOTAL REVENUE	1815220
Expenses	
Purchased Transportation	2925000
Other salaries and wages	925000
Fringe Benefits	197000
Legal Expense	12500
Accounting Expense	40000
Consulting	35000
Auditing Expense	24000
Outside Services	266239
Vehicle Repairs	10000
Fuels and Lubricants	210000
Tires	20000
Parts	150000
Vehicle Supplies	12000
Miscellaneous maintenance expense	27500
Insurance-Vehicle	197000
Insurance-Other	48000
Utilities	72500
Promotion and Marketing	20000
Miscellaneous operating expense	35000
Office Supplies and Expense	90000
Leases	374400
Travel	11000
Training	7500
Uniforms	20000
Interest Expense	90000
Post Employment Benefits	86000
TOTAL EXPENSE	5905639
Local Assessment	1260192
State Contract Assistance	2830227
	4090419

I hereby certify that on _____ the NRTA's
FY24 Budget was unanimously approved by the
NRTA Advisory Board

NRTA Administrator

**NANTUCKET REGIONAL TRANSIT
AUTHORITY
EMPLOYMENT AGREEMENT**

This Agreement is effective as of **FEBRUARY 3, 2025**, by and between the NANTUCKET REGIONAL TRANSIT AUTHORITY ("NRTA"), acting by and through its BOARD OF ADVISORY (hereinafter "BOARD"), and GARY ROBERTS, (hereinafter "ROBERTS").

WITNESSETH

WHEREAS, the BOARD desires to employ ROBERTS as the NRTA ADMINISTRATOR with respect to the affairs of the NANTUCKET REGIONAL TRANSIT AUTHORITY and,

WHEREAS, ROBERTS desires to accept such employment, on the terms hereinafter set forth;

NOW, THEREFORE, in consideration of the promises and mutual covenants hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

ARTICLE 1 - EMPLOYMENT

- 1.1 The BOARD hereby agrees to employ ROBERTS as the NRTA ADMINISTRATOR and ROBERTS hereby accepts this employment, to perform certain duties and services for the BOARD as described in Article 2.
- 1.2 ROBERTS will devote his best efforts and full professional time and energy exclusively to the performance of his duties and responsibilities to the BOARD and to advancing the interests of the BOARD from that position; it is agreed that ROBERTS'S primary residence shall be Nantucket.
- 1.3 ROBERTS agrees that during his employment as the NRTA ADMINISTRATOR, ROBERTS will not engage or participate in, directly or indirectly, whether as an agent, employee, officer, director, independent contractor or otherwise render advisory or other services to, or make any financial investment in, any person, partnership, corporation or other business entity which does business with the BOARD, which would create a conflict of interest or in any other way directly interfere with his duties as NRTA ADMINISTRATOR.
- 1.4 ROBERTS, as the BOARD'S appointed NRTA ADMINISTRATOR shall be sworn to the faithful performance of his duties, and, during the time that he holds such office, ROBERTS shall hold no elective BOARD or TOWN/COUNTY office.
- 1.5 The NRTA is a twenty-four hour, seven day a week operation, and because of the serious nature and sensitivity of its mission, it is recognized that the duties of ROBERTS will require that he schedule himself to work hours necessary to accomplish the responsibilities of the position. The BOARD and ROBERTS agree that this is an exempt position for the purposes of the FLSA. The regularly scheduled workweek for ROBERTS shall be a minimum of forty (40) hours a week and the normal

work week shall be five (5) out of seven (7) days. ROBERTS will generally schedule his work during the BOARD'S regular hours of operation, Monday through Friday, 8:00 am to 4:00 pm. Notwithstanding the foregoing, in recognition of the critical public safety nature of ROBERTS'S duties to the citizens of Nantucket, ROBERTS shall be on call for emergencies at other times on an as needed basis, except during vacation, sick or disability leave periods, and other excusable absences, duly authorized by the BOARD. ROBERTS may be required to participate in community activities, make inspections, attend meetings, and respond to emergencies and investigations. ROBERTS will spend such time as necessary to ensure the efficient operation of the NRTA while at the same time providing a sufficient amount of time for personal and leisure time. ROBERTS shall be considered exempt from the overtime provisions of the Fair Labor Standards Act and similar laws of the Commonwealth.

ARTICLE 2 - SERVICES

- 2.1 ROBERTS will perform the duties associated with the position of NRTA ADMINISTRATOR including without limitation the duties and responsibilities of the NRTA ADMINISTRATOR as set forth in the BOARD'S job description for NRTA ADMINISTRATOR; in the BOARD bylaws; and such other duties as may be reasonably assigned to him by the BOARD. ROBERTS acknowledges receipt of a copy of the job description for the NRTA ADMINISTRATOR.
- 2.2 ROBERTS shall report and be responsible to the BOARD and shall act by and for the BOARD in any matter which may be assigned to him relating to the administration of the NRTA.
- 2.3 Any amendment to the scope of services or work required by this Agreement or any work to be performed beyond the scope of this Agreement will not be performed by ROBERTS without the written approval of the BOARD.

ARTICLE 3 - PERIOD OF EMPLOYMENT

- 3.1 The term of Agreement shall be from **FEBRUARY 3, 2025**, through **JUNE 30, 2025**, and may be extended by the BOARD and ROBERTS by mutual written agreement signed by the BOARD and ROBERTS.
- 3.2 ROBERTS shall provide services under this Agreement upon the commencement hereof and will diligently and faithfully perform the work to completion in accordance with the applicable employment standards, and standards otherwise applicable to such professional positions.

ARTICLE 4 - PAYMENTS

- 4.1 As compensation for his services as NRTA ADMINISTRATOR, effective FEBRUARY 3, 2025, the BOARD will pay ROBERTS and ROBERTS shall accept a base salary at the rate of ONE HUNDRED SEVENTY EIGHT THOUSAND AND TWO HUNDRED (\$178,200) per year, payable in installments as specified below; Thereafter, a performance review will be made at the anniversary date under this Agreement which will be used by the NRTA in consideration of a pay increase and provided that a performance review undertaken prior to that date is satisfactory. ROBERTS salary shall be payable at such intervals as is customary with the NRTA employees, subject to applicable withholdings and otherwise in conformance with the normal payroll practices of the NRTA.

ROBERTS shall also be entitled to reimbursement by the BOARD for reasonable, ordinary and necessary out-of-pocket business expenses incurred by ROBERTS in performance of the above services and in acting for the BOARD during the term of this Agreement provided that the expenses are pre-approved and receipts are presented to the BOARD. These out-of-pocket expenses must be in accordance with NRTA policies.

ARTICLE 5 - FRINGE BENEFITS

- 5.1 During the period of this Agreement, the BOARD shall provide ROBERTS participation in any medical, dental, life and disability insurance and retirement programs generally available to NRTA employees, as they now exist or may hereafter be amended or changed, or which may in the future become available, the costs of which shall be borne by the NRTA and/or ROBERTS, in accordance with the standard practice in effect for NRTA employees.
- 5.2 ROBERTS shall be entitled to Four (4) Weeks of vacation during each full year of employment, which may be taken all at once or as separate days and may not accumulate from year to year. Such vacation shall be taken at such times as is compatible with the work schedule of ROBERTS and the business of the BOARD. ROBERTS shall not be entitled to vacation pay in lieu of vacation, and any vacation time not used during the period of this Agreement shall be deemed waived, unless approval is given by the BOARD for a carryover.
- 5.3 ROBERTS shall be entitled to Fifteen (15) sick days during each full year of employment, which shall accumulate at a rate of 1.25 days per month. Sick leave may not accumulate beyond 120 days. ROBERTS shall also be entitled to two (2) personal days per year. Personal days do not carryover from year to year. Upon retirement of this Agreement ROBERTS shall receive payment equivalent to 50% of his accumulated sick time as of the date of retirement from the NRTA. There shall be no payment for unused personal days upon retirement or other termination of employment.
- 5.4 The BOARD shall provide an appropriate NRTA vehicle for use by ROBERTS, including all attendant operating, maintenance and associated expenses for said vehicle. Said vehicle is to be used by ROBERTS in connection with performance of ROBERTS'S duties as NRTA ADMINISTRATOR.
- 5.5 In the event of a death in ROBERTS'S immediate family (i.e., spouse, children, mother, father, mother-in-law, father-in-law, grandparents, brother or sister) he will be paid up to five (5) working days for scheduled time lost.
- 5.6 The BOARD recognizes its obligations to the professional development of ROBERTS, and agrees that ROBERTS shall be given adequate opportunities to develop his skills and abilities as an NRTA administration professional; accordingly, ROBERTS will be allowed to attend the MARTA and NEPTA conferences as needed without loss of vacation or other leave, and will be reimbursed by the NRTA for all expenses (including travel expenses) incurred while attending or traveling to the aforementioned conferences and in accordance with NRTA policy.
- 5.7 The BOARD also agrees that the NRTA budget and pay for travel and subsistence expense of the NRTA ADMINISTRATOR for short courses, institutes, and seminars that, in ROBERTS'S

reasonable judgment, are necessary for his professional development, subject to the approval of the BOARD.

ARTICLE 6 – TERMINATION AND SUSPENSION

- 6.1 The BOARD and ROBERTS agree that both parties may terminate this Agreement by mutual consent in writing without any obligation to pay any severance. If the BOARD terminates this contract without cause, the BOARD shall continue to pay GARY his full salary and benefits for a period of ninety (90) days. Accrued vacation will be paid at time of separation.
- 6.2 The BOARD and ROBERTS agree that either party may terminate this Agreement or ROBERTS may be suspended, for cause, upon written notice to the other at the latest current address on file with the BOARD. For the purposes of this Agreement, the word “cause” shall mean any ground asserted in good faith which is not arbitrary, irrational, unreasonable or irrelevant to the task of ensuring efficient management of the BOARD. The notice shall advise of the basis for the proposed termination and afford an opportunity to request a hearing before the BOARD on the same.
- 6.3 This contract may only be terminated for cause as defined above in section 6.2 .
- 6.4 Nothing contained in this Agreement shall affect the appointment or removal powers of the BOARD over its NRTA ADMINISTRATOR, nor does this Agreement in any way grant tenure to such ADMINISTRATOR or abridge the provisions of any applicable Massachusetts General Laws.

ARTICLE 7 - GENERAL PROVISIONS

- 7.1 Neither party may assign, transfer or otherwise dispose of this Agreement or any of its or ROBERTS’S rights hereunder or otherwise delegate any of its duties hereunder without the prior written consent of the other party, and such attempted assignment or other disposition without such consent shall be null and void and of no force and effect.
- 7.3 This contract includes the entire Agreement of the BOARD and ROBERTS and may be changed (amended, modified or terms waived) only in writing, signed by the BOARD and ROBERTS. Any notices required or allowed shall be to the party's address above (or last known residential address) by certified mail, return receipt requested.
- 7.4 If any provisions or any portion thereof contained in this Agreement are held to be unconstitutional, invalid or unenforceable, the remainder of the Agreement, or portions thereof shall be deemed severable, shall not be affected and shall remain in full force and effect.
- 7.5 This Agreement is governed by the laws of Massachusetts, and the Article headings included in each Article are for reference only and do not affect the meaning of this contract.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this
_____ day of _____, 2025.

By: _____
GARY ROBERTS
NRTA ADMINISTRATOR

NANTUCKET REGIONAL TRANSIT AUTHORITY
By its CHAIR

By: _____
BROOKE MOHR

**NANTUCKET REGIONAL TRANSIT AUTHORITY (NRTA)
POSITION DESCRIPTION**

Job Title:	ADMINISTRATOR
Job Location:	NRTA Administrative Office
Exempt:	Yes
Status:	Full Time/Salary with benefits
Reports To:	NRTA Advisory Board
Supervises:	All NRA staff and contractors
Summary:	Under M.G.L. 161B, Section 4, "The affairs of an Authority shall be managed by an Administrator...and the Administrator shall be the chief executive officer of the Authority." As such, this position provides principal administrative leadership and support for the management of the Authority; oversees and supports all administrative activities of the Authority, including transit operations, contract administration, grant preparation and administration, marketing and service development, financial management, community relations, and policy development; assures Authority compliance with all local, state and federal juridical regulations; oversees operating budget; and disseminates all management instruction and policies on behalf of the Advisory Board.

All employees are required to follow proper, lawful procedures while carrying out their duties, as included in the NRTA Personnel Policy Manual.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and maintain relationship with Advisory Board: Is responsible for Authority operations and reports directly to the Advisory Board; communicates plans, policies and procedures to Board members; advises the Advisory Board of financial conditions and of changing public transit needs and resources; recommends changes in service; works with the Advisory Board and its chairperson; carries out policies established by the Advisory Board and, consistent with Chapter 161B; performs other related duties as directed by the Advisory Board.

Oversee Fiscal Management: Monitors contracts to achieve goals within the available resources; develops and directs an effective claims control program; evaluates internal controls and audit reports; monitors levels of insurance to ensure that coverage of risk is appropriate to the needs of NRTA; directs risk management and cost controls; develops, obtains Advisory Board approval for, and administers annual budgets which ensure that sufficient funds will be available to sustain an effective and efficient operation.

Protect and Oversee the Maintenance of all Authority Capital Investments: Monitors the upkeep, protection and maintenance of all property, facilities, buildings and equipment (including rolling stock and facility equipment) purchased by the Authority, whether with Authority, local, state and/or federal funds; assures that the maintenance and replacement of such property complies with all juridical regulations; and disposes of all excess equipment.

Direct and Manage Personnel: Oversees recruitment and selection processes to ensure compliance with applicable laws and EEO plans established by the Authority; organizes staff to optimize talent; directs and develops an effective personnel management systems that assesses, rewards, and motivates staff; supervises and takes responsibility for departments and staff; communicates policies, plans, and procedures to staff.

Establish organizational plan: Develops and implement long and short-range plans for management of system operations and resources; identify support programs that NRTA can use in the future.

Organization and Program Management: Establish and directs the overall NRTA mission; responds to oversight investigations and other state and federal agency reviews; develops, administers and monitors procurement policies and operational contracts; communicates policies, plans, and procedures to contractors; develops, directs and monitors systems performance standards for operations; evaluates effectiveness of services; approves and monitors performance standards for safety and training. Applies for and oversees grant management.

Develop and Maintain Community Relationships: Identifies and directs marketing strategies; promotes service and inform communities of the benefits of public transit; develops and directs an effective public communications system; develops and maintains communications with all member communities through Advisory Board members, local officials, the Regional Planning Agency, business organizations and other local organizations; communicates policies, plans, and procedures to the general public; provides a positive public image for public transit and the Authority; receives and responds to customer complaints.

Intergovernmental Relations: Assures NRTA's awareness of current and upcoming state and federal legislation that affect public transit; establishes and maintains municipal, county, state and federal governmental relations to advance the cause of public transit for the benefit of the Island and Southeastern Massachusetts; identifies support programs available to NRTA; advises local officials of changing public transit needs and resources; lobbies on behalf of the NRTA to state and federal legislative officials for resources to carry out the mission of the Authority.

Confidentiality: The Employee has regular access to confidential information such as personnel files, payroll data, executive session strategies and legal matters that are obtained during the performance of essential position responsibilities and in accordance with State Public Records Law.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, legal repercussions, and loss in grant funding and revenues.

OTHER DUTIES AND RESPONSIBILITIES: May perform or assure that duties of other NRTA staff

are performed in their absence; all other duties, as assigned by NRTA Advisory Board.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have exceptional oral presentation and communication skills;
- Must be able to prioritize and deal with multiple tasks.
- Must have experience with accounting/budgeting duties, as well as business writing skills.
- Must have experience with the following software:
- Windows
- Microsoft Office, or similar office software package, including word processing, spreadsheet and database applications

EDUCATION AND/OR EXPERIENCE: Position requires a Bachelor's Degree in Business or Public Administration, Planning, Management, or closely related field or a minimum of 3-5-years' experience in the public transit industry with demonstrated history of increasing responsibility; must be well versed in business processes, contract administration and information systems; knowledge of related business workflow, process management, and the principles of business/public administration; a comprehensive understanding of public transit issues and familiarity with MassDOT and FTA regulations and other related regulations is required.

LANGUAGE SKILLS: Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence and technical reports (ie. RFP's, ITB's, etc.). Ability to clearly communicate information, and respond to questions from government agencies, political and community groups, customers and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide figures, and calculate figures and amounts such as percentages and averages; ability to interpret graphs; ability to compile and assist with financial statements and audits.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where limited information exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

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OTHER SKILLS AND ABILITIES: The individual must be able to endure prolonged eyestrain due

to computer use. High level of integrity and dependability, high energy, and results oriented. Ability to improve operations, decrease turnaround times, streamline work processes, and to work cooperatively and jointly to provide excellent customer service.

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While performing the duties of this job, the employee is regularly required to:

- Sit; use the hands to finger, handle or feel objects, tools and controls, and reach with hands and arms; talk and hear.
- The employee must occasionally lift and or move up to 25 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee may be occasionally exposed to fumes or airborne particles at the bus garage; occasionally travels by automobile, and can be exposed to changing weather conditions.
- The noise level in the work environment is usually moderate.

OSHA CATEGORY: This position performs tasks that involve no exposure to blood, body fluids, or tissues, but employment may require performing unplanned Category I procedures. Ensures OSHA requirements are being met in the workplace.

OTHER COMMENTS: This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of an individual so classified. Other functions may be assigned and the NRTA Advisory Board retains the right to add or change the duties at any time.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

I have read and understand the essential job functions and the physical and mental abilities required for this job. My questions have been addressed, and by signing this document I acknowledge receipt of a copy of this job description.

Signature of Employee: _____

Printed Name of Employee: _____

Date: _____

**NANTUCKET REGIONAL TRANSIT
AUTHORITY
EMPLOYMENT AGREEMENT**

This Agreement is effective as of **July 1, 2025**, by and between the NANTUCKET REGIONAL TRANSIT AUTHORITY ("NRTA"), acting by and through its BOARD OF ADVISORY (hereinafter "BOARD"), and GARY ROBERTS, (hereinafter "ROBERTS").

WITNESSETH

WHEREAS, the BOARD desires to employ ROBERTS as the NRTA ADMINISTRATOR with respect to the affairs of the NANTUCKET REGIONAL TRANSIT AUTHORITY and,

WHEREAS, ROBERTS desires to accept such employment, on the terms hereinafter set forth;

NOW, THEREFORE, in consideration of the promises and mutual covenants hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

ARTICLE 1 - EMPLOYMENT

- 1.1 The BOARD hereby agrees to employ ROBERTS as the NRTA ADMINISTRATOR and ROBERTS hereby accepts this employment, to perform certain duties and services for the BOARD as described in Article 2.
- 1.2 ROBERTS will devote his best efforts and full professional time and energy exclusively to the performance of his duties and responsibilities to the BOARD and to advancing the interests of the BOARD from that position; it is agreed that ROBERTS'S primary residence shall be Nantucket.
- 1.3 ROBERTS agrees that during his employment as the NRTA ADMINISTRATOR, ROBERTS will not engage or participate in, directly or indirectly, whether as an agent, employee, officer, director, independent contractor or otherwise render advisory or other services to, or make any financial investment in, any person, partnership, corporation or other business entity which does business with the BOARD, which would create a conflict of interest or in any other way directly interfere with his duties as NRTA ADMINISTRATOR.
- 1.4 ROBERTS, as the BOARD'S appointed NRTA ADMINISTRATOR shall be sworn to the faithful performance of his duties, and, during the time that he holds such office, ROBERTS shall hold no elective BOARD or TOWN/COUNTY office.
- 1.5 The NRTA is a twenty-four hour, seven day a week operation, and because of the serious nature and sensitivity of its mission, it is recognized that the duties of ROBERTS will require that he schedule himself to work hours necessary to accomplish the responsibilities of the position. The BOARD and ROBERTS agree that this is an exempt position for the purposes of the FLSA. The regularly scheduled workweek for ROBERTS shall be a minimum of forty (40) hours a week and the normal

work week shall be five (5) out of seven (7) days. ROBERTS will generally schedule his work during the BOARD'S regular hours of operation, Monday through Friday, 8:00 am to 4:00 pm. Notwithstanding the foregoing, in recognition of the critical public safety nature of ROBERTS'S duties to the citizens of Nantucket, ROBERTS shall be on call for emergencies at other times on an as needed basis, except during vacation, sick or disability leave periods, and other excusable absences, duly authorized by the BOARD. ROBERTS may be required to participate in community activities, make inspections, attend meetings, and respond to emergencies and investigations. ROBERTS will spend such time as necessary to ensure the efficient operation of the NRTA while at the same time providing a sufficient amount of time for personal and leisure time. ROBERTS shall be considered exempt from the overtime provisions of the Fair Labor Standards Act and similar laws of the Commonwealth.

ARTICLE 2 - SERVICES

- 2.1 ROBERTS will perform the duties associated with the position of NRTA ADMINISTRATOR including without limitation the duties and responsibilities of the NRTA ADMINISTRATOR as set forth in the BOARD'S job description for NRTA ADMINISTRATOR; in the BOARD bylaws; and such other duties as may be reasonably assigned to him by the BOARD. ROBERTS acknowledges receipt of a copy of the job description for the NRTA ADMINISTRATOR.
- 2.2 ROBERTS shall report and be responsible to the BOARD and shall act by and for the BOARD in any matter which may be assigned to him relating to the administration of the NRTA.
- 2.3 Any amendment to the scope of services or work required by this Agreement or any work to be performed beyond the scope of this Agreement will not be performed by ROBERTS without the written approval of the BOARD.

ARTICLE 3 - PERIOD OF EMPLOYMENT

- 3.1 The term of Agreement shall be from **JULY 1, 2025**, through **JUNE 30, 2028**, and may be extended by the BOARD and ROBERTS by mutual written agreement signed by the BOARD and ROBERTS.
- 3.2 ROBERTS shall provide services under this Agreement upon the commencement hereof and will diligently and faithfully perform the work to completion in accordance with the applicable employment standards, and standards otherwise applicable to such professional positions.

ARTICLE 4 - PAYMENTS

- 4.1 As compensation for his services as NRTA ADMINISTRATOR, effective July 1, 2025, the BOARD will pay ROBERTS and ROBERTS shall accept a base salary at the rate of ONE HUNDRED EIGHTY FIVE THOUSAND AND THREE HUNDRED TWENTY EIGHT (\$185,328) per year, payable in installments as specified below; Thereafter, a performance review will be made at the anniversary date under this Agreement which will be used by the NRTA in consideration of a pay increase and provided that a performance review undertaken prior to that date is satisfactory. ROBERTS salary shall be payable at such intervals as is customary with the NRTA employees, subject to applicable withholdings and otherwise in conformance with the normal payroll practices of the NRTA.

ROBERTS shall also be entitled to reimbursement by the BOARD for reasonable, ordinary and necessary out-of-pocket business expenses incurred by ROBERTS in performance of the above services and in acting for the BOARD during the term of this Agreement provided that the expenses are pre-approved and receipts are presented to the BOARD. These out-of-pocket expenses must be in accordance with NRTA policies.

ARTICLE 5 - FRINGE BENEFITS

- 5.1 During the period of this Agreement, the BOARD shall provide ROBERTS participation in any medical, dental, life and disability insurance and retirement programs generally available to NRTA employees, as they now exist or may hereafter be amended or changed, or which may in the future become available, the costs of which shall be borne by the NRTA and/or ROBERTS, in accordance with the standard practice in effect for NRTA employees.
- 5.2 ROBERTS shall be entitled to Four (4) Weeks of vacation during each full year of employment, which may be taken all at once or as separate days and may not accumulate from year to year. Such vacation shall be taken at such times as is compatible with the work schedule of ROBERTS and the business of the BOARD. ROBERTS shall not be entitled to vacation pay in lieu of vacation, and any vacation time not used during the period of this Agreement shall be deemed waived, unless approval is given by the BOARD for a carryover.
- 5.3 ROBERTS shall be entitled to Fifteen (15) sick days during each full year of employment, which shall accumulate at a rate of 1.25 days per month. Sick leave may not accumulate beyond 120 days. ROBERTS shall also be entitled to two (2) personal days per year. Personal days do not carryover from year to year. Upon retirement of this Agreement ROBERTS shall receive payment equivalent to 50% of his accumulated sick time as of the date of retirement from the NRTA. There shall be no payment for unused personal days upon retirement or other termination of employment.
- 5.4 The BOARD shall provide an appropriate NRTA vehicle for use by ROBERTS, including all attendant operating, maintenance and associated expenses for said vehicle. Said vehicle is to be used by ROBERTS in connection with performance of ROBERTS'S duties as NRTA ADMINISTRATOR.
- 5.5 In the event of a death in ROBERTS'S immediate family (i.e., spouse, children, mother, father, mother-in-law, father-in-law, grandparents, brother or sister) he will be paid up to five (5) working days for scheduled time lost.
- 5.6 The BOARD recognizes its obligations to the professional development of ROBERTS, and agrees that ROBERTS shall be given adequate opportunities to develop his skills and abilities as an NRTA administration professional; accordingly, ROBERTS will be allowed to attend the MARTA and NEPTA conferences as needed without loss of vacation or other leave, and will be reimbursed by the NRTA for all expenses (including travel expenses) incurred while attending or traveling to the aforementioned conferences and in accordance with NRTA policy.
- 5.7 The BOARD also agrees that the NRTA budget and pay for travel and subsistence expense of the NRTA ADMINISTRATOR for short courses, institutes, and seminars that, in ROBERTS'S

reasonable judgment, are necessary for his professional development, subject to the approval of the BOARD.

ARTICLE 6 – TERMINATION AND SUSPENSION

- 6.1 The BOARD and ROBERTS agree that both parties may terminate this Agreement by mutual consent in writing without any obligation to pay any severance. If the BOARD terminates this contract without cause, the BOARD shall continue to pay GARY his full salary and benefits for a period of ninety (90) days. Accrued vacation will be paid at time of separation.
- 6.2 The BOARD and ROBERTS agree that either party may terminate this Agreement or ROBERTS may be suspended, for cause, upon written notice to the other at the latest current address on file with the BOARD. For the purposes of this Agreement, the word “cause” shall mean any ground asserted in good faith which is not arbitrary, irrational, unreasonable or irrelevant to the task of ensuring efficient management of the BOARD. The notice shall advise of the basis for the proposed termination and afford an opportunity to request a hearing before the BOARD on the same.
- 6.3 This contract may only be terminated for cause as defined above in section 6.2.
- 6.4 Nothing contained in this Agreement shall affect the appointment or removal powers of the BOARD over its NRTA ADMINISTRATOR, nor does this Agreement in any way grant tenure to such ADMINISTRATOR or abridge the provisions of any applicable Massachusetts General Laws.

ARTICLE 7 - GENERAL PROVISIONS

- 7.1 Neither party may assign, transfer or otherwise dispose of this Agreement or any of its or ROBERTS’S rights hereunder or otherwise delegate any of its duties hereunder without the prior written consent of the other party, and such attempted assignment or other disposition without such consent shall be null and void and of no force and effect.
- 7.3 This contract includes the entire Agreement of the BOARD and ROBERTS and may be changed (amended, modified or terms waived) only in writing, signed by the BOARD and ROBERTS. Any notices required or allowed shall be to the party's address above (or last known residential address) by certified mail, return receipt requested.
- 7.4 If any provisions or any portion thereof contained in this Agreement are held to be unconstitutional, invalid or unenforceable, the remainder of the Agreement, or portions thereof shall be deemed severable, shall not be affected and shall remain in full force and effect.
- 7.5 This Agreement is governed by the laws of Massachusetts, and the Article headings included in each Article are for reference only and do not affect the meaning of this contract.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this
_____ day of _____, 2025.

By: _____
GARY ROBERTS
NRTA ADMINISTRATOR

NANTUCKET REGIONAL TRANSIT AUTHORITY
By its CHAIR

By: _____
BROOKE MOHR

**NANTUCKET REGIONAL TRANSIT AUTHORITY (NRTA)
POSITION DESCRIPTION**

Job Title:	ADMINISTRATOR
Job Location:	NRTA Administrative Office
Exempt:	Yes
Status:	Full Time/Salary with benefits
Reports To:	NRTA Advisory Board
Supervises:	All NRA staff and contractors
Summary:	Under M.G.L. 161B, Section 4, "The affairs of an Authority shall be managed by an Administrator...and the Administrator shall be the chief executive officer of the Authority." As such, this position provides principal administrative leadership and support for the management of the Authority; oversees and supports all administrative activities of the Authority, including transit operations, contract administration, grant preparation and administration, marketing and service development, financial management, community relations, and policy development; assures Authority compliance with all local, state and federal juridical regulations; oversees operating budget; and disseminates all management instruction and policies on behalf of the Advisory Board.

All employees are required to follow proper, lawful procedures while carrying out their duties, as included in the NRTA Personnel Policy Manual.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and maintain relationship with Advisory Board: Is responsible for Authority operations and reports directly to the Advisory Board; communicates plans, policies and procedures to Board members; advises the Advisory Board of financial conditions and of changing public transit needs and resources; recommends changes in service; works with the Advisory Board and its chairperson; carries out policies established by the Advisory Board and, consistent with Chapter 161B; performs other related duties as directed by the Advisory Board.

Oversee Fiscal Management: Monitors contracts to achieve goals within the available resources; develops and directs an effective claims control program; evaluates internal controls and audit reports; monitors levels of insurance to ensure that coverage of risk is appropriate to the needs of NRTA; directs risk management and cost controls; develops, obtains Advisory Board approval for, and administers annual budgets which ensure that sufficient funds will be available to sustain an effective and efficient operation.

Protect and Oversee the Maintenance of all Authority Capital Investments: Monitors the upkeep, protection and maintenance of all property, facilities, buildings and equipment (including rolling stock and facility equipment) purchased by the Authority, whether with Authority, local, state and/or federal funds; assures that the maintenance and replacement of such property complies with all juridical regulations; and disposes of all excess equipment.

Direct and Manage Personnel: Oversees recruitment and selection processes to ensure compliance with applicable laws and EEO plans established by the Authority; organizes staff to optimize talent; directs and develops an effective personnel management systems that assesses, rewards, and motivates staff; supervises and takes responsibility for departments and staff; communicates policies, plans, and procedures to staff.

Establish organizational plan: Develops and implement long and short-range plans for management of system operations and resources; identify support programs that NRTA can use in the future.

Organization and Program Management: Establish and directs the overall NRTA mission; responds to oversight investigations and other state and federal agency reviews; develops, administers and monitors procurement policies and operational contracts; communicates policies, plans, and procedures to contractors; develops, directs and monitors systems performance standards for operations; evaluates effectiveness of services; approves and monitors performance standards for safety and training. Applies for and oversees grant management.

Develop and Maintain Community Relationships: Identifies and directs marketing strategies; promotes service and inform communities of the benefits of public transit; develops and directs an effective public communications system; develops and maintains communications with all member communities through Advisory Board members, local officials, the Regional Planning Agency, business organizations and other local organizations; communicates policies, plans, and procedures to the general public; provides a positive public image for public transit and the Authority; receives and responds to customer complaints.

Intergovernmental Relations: Assures NRTA's awareness of current and upcoming state and federal legislation that affect public transit; establishes and maintains municipal, county, state and federal governmental relations to advance the cause of public transit for the benefit of the Island and Southeastern Massachusetts; identifies support programs available to NRTA; advises local officials of changing public transit needs and resources; lobbies on behalf of the NRTA to state and federal legislative officials for resources to carry out the mission of the Authority.

Confidentiality: The Employee has regular access to confidential information such as personnel files, payroll data, executive session strategies and legal matters that are obtained during the performance of essential position responsibilities and in accordance with State Public Records Law.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, legal repercussions, and loss in grant funding and revenues.

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Printed Name of Employee: _____

Date: _____