



DEPUTY DIRECTOR, TA



THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY

The San Mateo County Transportation Authority was formed in 1988 with the passage of the voter-approved half-cent sales tax for countywide transportation projects and programs, known as Measure A.

The original Measure A expired Dec. 31, 2008. In 2004, county voters overwhelmingly approved a reauthorization of Measure A through 2033. The TA's role is to administer the proceeds from Measure A & W to fund a broad spectrum of transportation-related projects and programs. The SMCTA is an independent agency and is governed by an appointed board of seven directors, who are elected officials, representing the county, cities, and the San Mateo County Transit District.

To view the SMCTA's 2020-2024 strategic plan, please click here: <https://www.smcta.com/Assets/SMCTA/Programs/Final+Strategic+Plan+2020-2024.pdf>

To go to the SMCTA website, please click here: www.smcta.com

THE POSITION

The Deputy Director for the Transportation Authority Program is responsible for directing activities related to Measure A and W Programs, focusing on the delivery of the Short-Range Highway Plan (SRHP) adopted by the SMCTA in June. The SRHP provides the policy framework for investment decisions associated with the implementation of the SMCTA Highway Program. The position also includes oversight of planning, environmental, engineering design and construction/implementation of a wide array of other transportation projects and programs covered under Measure A and W Programs.

Essential Functions:

- Assist in the development of management and project administration of the SMCTA program.
- Develop, implement, and monitor internal controls for projects and programs to ensure alignment with the goals and core principles of the Measure A and W Programs respectively.
- Partner with the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) on the expansion and build out of the express lanes network in San Mateo County, in addition to a variety of stakeholders such as the California Department of Transportation, the City/County Association of Government, the County's congestion management agency.
- Provide reports and updates to the SMCTA Board, Executive Committee, and members of the public on the status of transportation projects and programs. Serve as the staff liaison to a 15-member citizen advisory committee.
- Develop scope of work and associated cost and schedule estimates for a wide array of highway project development deliverables (e.g. project initiation documents, environmental, design and construction administration).
- Evaluate and analyze transportation projects, policies, and proposed legislation that come before the SMCTA for funding consideration and manage the development of additional funding sources, as well as make recommendations to the Board, as appropriate.
- Prepare, negotiate, and execute consultant service contracts including invoice processing supporting the implementation of the SMCTA Program.
- Manage, track, and develop progress reports for the capital program.



THE IDEAL CANDIDATE

The ideal candidate will be a strategic, collaborative, and innovative leader, who is organized and able to prioritize and adapt quickly to changing priorities. Excellent communication and interpersonal skills are necessary to build strong business relationships with other local jurisdictions, contractors, vendors, and business partners. This is an excellent growth opportunity for an industry professional to help shape the transportation landscape of San Mateo County with cutting edge and forward-thinking projects. A track record in the successful implementation of transportation project deliverables is a must.

Key attributes and characteristics

- The ability to negotiate funding and cooperative agreements and ensure the recipients of Authority funds comply with Authority policies and procedures.
- A skill set in organizational and staff assessment, improvement, and creating efficiencies and best practices.
- A solid leader, mentor, and manager; including professional development of staff through the identification of on-the-job and other development opportunities.
- Excellent project management skills.
- Flexible. Able to provide clear goals and expectations, while able to adapt to changing conditions.
- Perform all job duties and responsibilities in a safe manner to protect employees and the public from injury or harm.

MINIMUM QUALIFICATIONS

Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Planning, Civil Engineering, Public Administration, or a related field.
- Six (6) years full-time professional experience working in transportation planning, design, and implementation.
- Three (3) years of experience in supervising professional and technical staff.

Preferred Qualifications

- Registration as a professional civil engineer in the State of California.
- Knowledge of Caltrans project development procedures.

COMPENSATION AND BENEFITS

The salary range for this position is \$121,792 to \$182,688 commensurate with experience.

To view the full benefits package, click here: <https://www.smctd.com/jobs.html#benefits>

APPLICATION AND RECRUITMENT PROCESS

This position is open until filled. First review of candidates will be the week of June 28. First round panel interviews will follow shortly after.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/deputy-director/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the TA. The TA will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

