

# **JOB OPENING ANNOUNCEMENT**

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Employment Hotline 650-508-6308

December 3, 2020

**TITLE:** Deputy Director, Transportation Authority  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Planning Grants, Real Estate and Transportation Authority  
**APPLICATION DEADLINE:** **Open Until Filled (1<sup>st</sup> Cutoff – Thursday, December 31, 2020)**  
**PAY RANGE:** \$2,342 - \$3,513 (\$121,792 \$182,688 Estimated Annual)  
**WORK LOCATION:** San Carlos, CA  
**INTERVIEW SCHEDULE:** **Scheduled for week of January 11, 2021**

**GENERAL:** The Deputy Director, Transportation Authority Program reports to the Director, Transportation Authority Program and is responsible for directing activities related to Measure A and W Programs, focusing on the delivery of the Short Range Highway program for the San Mateo County Transportation Authority.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Assist in the development, management and project administration of the TA program.
- Oversee the planning, environmental, engineering design and construction/implementation of a wide array of transportation projects and programs covered under Measure A and W Programs.
- Responsible for the implementation of projects identified in the Short Range Highway Plan, as well as other projects funded from grants or other outside sources.
- 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, and the County's congestion management agency.
- Report to the TA Board, Executive Committee and members of the public on the status of transportation projects and programs.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO and affirmative action policies and procedures are followed. Participate in selection, coordinates staff training and professional development, Establishes performance objectives, monitor and evaluate employee performance.

## **EXAMPLES OF DUTIES:**

- 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 construct administration).
- Evaluate projects that come before the TA for funding consideration and manage the development of additional funding sources.
- Analyze transportation related policies and proposed legislation and recommend position to be taken by the TA Board.
- Prepare, negotiate and execute consultant service contracts including invoice processing supporting the implementation of the TA Program.
- Manage, track and develop progress reports for the capital program.
- Consult with local agencies/project sponsors on the eligibility of expenditures.

- Negotiate funding and cooperative agreements and ensure the recipients of TA funds comply with adopted policies and procedures.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** Works under the general supervision of the Director, Transportation Authority, who establishes goals and objectives, monitors and evaluates performance.

**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.
- Familiar with principles of transportation planning engineering and project delivery.
- Knowledge of Caltrans project development procedures.
- Effective communication skills both orally and written.

**SELECTION PROCESS MAY INCLUDE:**

The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

**CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:**

Holidays:	Seven paid holidays, plus up to four floating holidays per year
Time Off:	Paid Time Off: up to 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Pension:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"> <li>• Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</li> <li>• New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</li> </ul>

**HOW TO APPLY:**

- To apply, please visit the [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). Complete an online employment application by 11:59 pm on Thursday, December 31, 2020. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
- San Mateo County Transit District celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encourage to apply.