



Job Description

CAPITAL PROJECTS DIVISION Deputy Director

The San Francisco County Transportation Authority is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city. In 2014, the Transportation Authority was designated as the Treasure Island Mobility Management Agency (TIMMA) to develop a transportation plan to serve residents, businesses, and visitors of Treasure Island and Yerba Buena Island. TIMMA is working to help make Treasure Island a diverse, sustainable, and family-friendly transit-oriented community.

SUMMARY

The Deputy Director for Capital directs the oversight of delivery of large capital projects and select programs within the Transportation Authority's Expenditure Plan and manages delivery of select capital projects for which the Transportation Authority has direct delivery responsibilities, with activities ranging from the environmental phase through design and construction of the project. The Deputy Director also assists and participates in planning, organizing, and facilitating the activities of the Transportation Authority, and providing a wide range of professional support and executive level policy counsel to the Executive Director and Chief Deputy Director. May serve as the Executive Director for TIMMA.

Reports to: Executive Director

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees project delivery support to project sponsors responsible for implementing large capital projects and select programs within the Transportation Authority's Program of Prop K Projects, and is responsible for in-house and contract engineering and design personnel engaged in large capital project and select programs support and development, and in project delivery support activities.
- Develops and implements strategies in partnership with project sponsors to assure projects are delivered timely and per scope and budget parameters.
- Develops and implements strategies related to the design, management, construction, and delivery of Transportation Authority projects; directs the preparation and maintenance of project schedules, budgets, and quality control objectives.
- Coordinates with federal, state, and local agencies during project funding conceptualization, design, and implementation, and ensures compliance with any pertinent administrative requirements.
- Responsible for technical input on capital projects, as needed to support development and updates to the Countywide Transportation Plan, other Transportation Authority and outside agency plans, studies and programming efforts.
- Provides recommendations to the Executive Director on all capital project related matters, and assists the Executive Director in fielding inquiries from Board members.
- Develops, negotiates and recommends to the Executive Director the approval of contracts and cooperative agreements with other governmental agencies, consultants and private contractors, as needed, and is responsible for monitoring their implementation.
- Reviews Board memoranda and official Transportation Authority correspondence; makes presentations to the Board and Committees and may represent the Executive Director before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.



- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.
- Develops and manages annual work plan for the division and establishes work activity priorities and staff assignments.
- May serve as the Executive Director for TIMMA; plans, organizes and provides administrative direction and oversight for all TIMMA functions and activities, provides policy guidance and program evaluation to the Board and management staff; encourages and facilitates provision of services to stakeholders, fosters cooperative working relationships with state and local intergovernmental and regulatory agencies and various public and private groups.

SUPERVISORY RESPONSIBILITIES:

Supervises Assistant Deputy Director, Principal Engineer, TIMMA Program Manager and external consultant teams.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in civil or transportation engineering or related field, and an active State of California professional engineering license is required. Eight (8) years of progressively responsible experience in transportation project and program management required, with at least three (3) years in a management role. An equivalent combination of education and experience is acceptable.

Knowledge: Advanced knowledge of principles, practices, and techniques of project and program management for capital projects; regulatory requirements and guidelines associated with obligation and expenditure of local, regional, state and federal transportation funds for capital projects; standard cost estimation and value engineering techniques; standard transportation planning principles and methods; consultant contract preparation and oversight of consultant contracts for professional services; database management techniques; and proficiency with standard computer spreadsheet, word processing and presentation software.

Skills and Abilities: Ability to implement an effective capital project and program monitoring plan to ensure timely and cost-effective project delivery; familiarity with project scheduling applications; ability to analyze and interpret data pertaining to capital planning issues using appropriate methods and statistical techniques; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$178,255 - \$246,000....Adopted December 14, 2018
Resolution 19-33**