



# Job Description

## **DATA AND FORECASTING 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.*

### **SUMMARY**

The Deputy Director for Data and Forecasting directs all activities related to technology and transportation data analysis within the Transportation Authority, including transportation modeling, data organization and analysis, Geographic Information Systems (GIS), and general information technology support and systems planning. 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.

**Reports to:** Executive Director

**Exemption Status:** Full-Time, Exempt

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, coordinates, and directs research, design, development, and implementation of all technological services and information management. Assesses agency-wide technology needs and prioritizes technology investments. Provides general information technology, modeling and GIS support to internal and external contacts.
- Oversees maintenance, development and application of travel demand forecasting model and Geographic Information Systems (GIS) activities.
- Reviews project budgets, scope and performance measures; selects and manages consultants and contracts; facilitates technical and project meetings; reviews and reports on progress and deliverables; and corresponds with partnering agencies.
- Develops, implements, and maintains a set of standard operating environments for data, hardware, software, networks, documentation, and project management methodology;
- Negotiates and resolves complex planning and policy issues with federal, state and regional transportation agencies and San Francisco project sponsors. Leads or assists in the development and negotiation of agreements with other agencies, as required by the Executive Director.
- Represents the Transportation Authority in federal, regional, state and local transportation task forces, professional associations and technical and policy advisory groups. Reviews and comments on relevant transportation plans and studies produced by other agencies.
- Provides recommendations to the Executive Director on all technology, data and analysis 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



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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.

**SUPERVISORY RESPONSIBILITIES:**

Supervises Principal and Senior Transportation Modelers. May supervise interns 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 graduate degree in an appropriate discipline such as transportation planning, civil engineering, computer science, information systems, geography, or related field is required. Eight (8) years of progressively responsible experience in transportation planning, travel demand forecasting or GIS analysis for transportation planning purposes, with at least three (3) years in a management role. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

**Knowledge:** Advanced knowledge of principles, techniques and methods of transportation planning; activity- based travel model concepts and structures; intensive computer system administration and maintenance; environmental impact assessment process per California Environmental Quality Act guidelines; computer programming in Python and C++ languages; Citilabs TP+ travel forecasting software package capabilities; ArcGIS and open GIS platforms. Advanced understanding of data analysis techniques, and data management principles. Advanced knowledge of program and project management principles and techniques used in leading and supporting multiple information technology programs and projects.

**Skills and Abilities:** Ability to develop, manage, assign, direct, review and evaluate manage scope, schedules and budget for planning and policy studies, as well as staffing and support needs for own section, including familiarity with professional procurement processes, grants management, billing and invoicing. Strong project and program management skills, including consultant contract oversight for planning and policy studies; facilitate meetings; design public workshops and other outreach strategies; review transportation model inputs and outputs; design surveys and perform data analysis; conduct policy analysis and long-range planning; summarize data and prepare written reports and recommendations. Advanced presentation, writing and editing skills for a variety of communications media, including memoranda, technical reports, resolutions, plans and outreach materials.

**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: \$169,785 - \$234,296 ..... Adopted July 26, 2022  
Resolution 23-06**