

CHIEF EXECUTIVE OFFICER

DESCRIPTION

The Chief Executive Officer, under the direction of the Board of Directors, provides overall leadership and direction to ensure the Construction Authority achieves its vision, mission, goals and objectives. Organizes and manages Construction Authority staff and contractors to provide effective and efficient transportation planning, and construction.

TYPICAL TASKS, KNOWLEDGE AND DUTIES

Examples of Duties

- Approves and adopts Construction Authority's policies, procedures; and maintains accountability for the performance of the entire agency
- Provides overall leadership and staff direction in formulating and achieving Construction Authority's objectives
- Makes recommendations to the Board of Directors on significant matters affecting Construction Authority operations and policies
- Oversees the development and implementation of short-range and long-range goals and business plans
- Directs and manages staff to efficiently and effectively implement the policies and direction of the Board of Directors
- Provides leadership for the region's mobility agenda and coordinates regionally significant projects and programs by working collaboratively with regional partners
- Oversees Construction Authority's planning efforts, including identifying major priorities, establishing goals and strategies that ensure the success of the project
- Works closely with the Municipal Operators to ensure coordination
- Aggressively seeks favorable legislation and funding from the State of California by working with state Elected Officials, Caltrans, and the California Transportation Commission
- Aggressively seeks favorable legislation funding from the Federal Government by working with federal elected officials, the Department of Transportation, especially the Federal Transit Administration, and others
- Provides overall direction to ensure the safe delivery of quality construction projects on-time and within budget
- Works closely with local elected officials, business organizations, labor and community groups to form coalitions that advocate for regional mobility interests

- Directs the conduct of studies, investigations, and analyses at the direction of the Board of Directors, presenting oral and written reports of findings and recommendations
- Balances future infrastructure needs that integrate transit oriented development opportunities effectively and that respects community and stakeholders needs
- Exercises fiscal responsibility and provides the framework for developing strategies to work within financial constraints
- Recommends the annual budget to the Board that prudently manages resources within budget guidelines and in compliance with current laws, regulations and Board adopted policies
- Effectively communicates and advocates agency's goals, objectives and accomplishments to local, regional, national and international media, stakeholders and constituencies
- Oversees outreach programs to small and minority businesses to ensure they have access to contract opportunities at Construction Authority
- Manages departments including developing, monitoring and adhering to Construction Authority's policies/procedures, budget and achieving goals and objectives
- Maintains, supports, and promotes a safe work environment while complying with all of Construction Authority's rules, policies, and procedures

Essential Knowledge and Abilities

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development and implementation of capital and operating budgets
- Principles, practices, and program areas related to transit operations
- Social, political, and environmental issues influencing regional mobility
- Local, state and federal legislative processes and procedures
- Applicable local, state, and federal laws, rules, and regulations
- Principles and practices of public administration

Ability to:

- Plan, organize, and control the integrated work of a multi-tiered public transit organization
- Develop and implement objectives, policies, procedures, and internal controls
- Determine strategies to achieve goals

- Understand, interpret, and apply laws, rules, regulations, policies, procedures, budgets, contracts, and labor/management agreements
- Represent agency before elected officials and the public
- Secure state legislation and funding
- Successfully work through the federal new starts process
- Analyze situations, identify problems, implement solutions, and evaluate outcome
- Prepare reports and correspondence
- Communicate effectively orally and in writing
- Interact professionally with various levels of employees, outside representatives, and public officials, the media and the community at large
- Attract and develop professional talent
- Motivate teams to successfully deliver major capital and planning projects
- Provide innovative solutions to streamline existing operations and processes

EDUCATION AND EXPERIENCE:

Minimum Qualifications

Potential candidates interested in the CHIEF EXECUTIVE OFFICER position MUST meet the following requirements:

- Bachelor's degree - Public Administration, Urban Planning, Urban Geography, Engineering, Business or other related field
- Master's degree - Public Administration, Urban Planning, Urban Geography, Engineering, Business or other related field
- 10 years' executive-level experience in managing large public transportation organizations with operation, planning and construction responsibilities
- Valid California Class C driver license

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform this job.

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents; to have a range of motion sufficient to push, pull and place books, binders and other materials on level surfaces. At meetings, the incumbent employs eye contact and voice modulation and projection to convey or underscore points of information.

WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing this job.

The incumbent typically works indoors in an air-conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound-deadening wall panels.

Special Conditions

None

Disclaimer

This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor.