



Title: Vice President, Strategic Planning and System Development

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

The purpose of this position is to provide executive direction and strategic management over the areas of Systems Design, Construction and Facilities Management, Project Management and Transit Oriented Development and Long Range Planning. The incumbent collaborates with other Executive Management Team members to ensure a commitment to continuous improvement of transit service delivery and strategic system development. The incumbent is expected to act as a top level advisor to the General Manager and the District’s governing board.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Plan, organize, direct, and coordinate the full range of activities related to capital construction and improvement projects. Plan, organize and direct project management, transit systems engineering and project control functions. Direct and oversee engineering support to other divisions including the engineering design, construction, and construction management of projects. Plan, organize, implement, and monitor all aspects of established safety and security policies, procedures, and programs to mitigate risk for capital projects. Assign responsibilities and project priorities to division Managers/Directors to complete design and construction of capital projects. Assist in the District's planning and development of short- and long-range Capital Improvement Programs and in updating the 5-year Capital Improvement Plan. Manage capital projects and consultant contracts and provides policy guidance in the development of capital projects by RT staff. Meet with and secures funding and approval from state, federal and local agencies. Confer with District operations staff to refine scopes of projects under development.
2	S	Plan, organize, direct, and coordinate the District's facilities maintenance, property management and facilities program management functions. Ensure an overall "state of good repair", safe, clean and effective environment for District's customers and employees. Plan, organize, direct and coordinate full range of duties related to servicing, cleaning, maintaining and repairing the District's fixed facilities and managing the full range of duties related to managing capital improvement programs including resolving ADA universal standards and access issues.
3	S	Plan, organize, direct and coordinate full range of duties related to the acquisition and disposal of real property and related rights and land use and development involving District property.



4	S	Work with District staff, local officials, commissions and other organizations to develop long range plans to provide service to meet the transportation needs in the service area.
5	S	Represent the District at national, state, and local meetings/conferences. Consult with other government agencies, business community, and private organizations to resolve issues, explore opportunities, advocates the District’s concerns/interests with regard to City/County capital projects, and for planned projects or projects under development. Participate and present information at public meetings. Provide District feedback on development projects or other transit agency projects. Formulate policies, procedures, and practices for the assigned functional areas and make recommendations to Executive Management Team, General Manager, and Board of Directors. Establish and maintain an effective system of communications throughout the organization. Perform other duties as assigned.

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Engineering or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of ten (10) years of experience in project development, design, estimating, scheduling, budgeting, contract administration, construction supervision or management, and project management with a strong emphasis on transportation and rail transit systems and facilities.
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position as district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports.



Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE
<ul style="list-style-type: none"> • Policies, functions, and operations of a regional transit agency • Principles of administration, strategic planning processes and performance management. • High level interpersonal and communication skills including mediation and conflict resolution skills • Laws, ordinances, rules regulations and codes applicable to the functional areas • Facilities management techniques, methods and practices • Facilities maintenance standards and practices • Project oversight and management techniques and program control practices and principles • Environmental review process • Civil, track, and facilities engineering and design • Quality assurance practices in the construction industry • Methods of construction and materials inspection • Systems engineering and design • Architectural design procedures • Construction methods and construction management • Budget development and administration of capital and operating budgets • Contract administration procedures • Procurement and materials management • Local, state and federal contracting regulations • Financial management to include capital acquisition and control procedures • Real estate acquisition/disposal processes, transit oriented joint development issues • Public transit planning methods, techniques and issues • Principles of management, supervision and training • Local, state and federal capital funding sources rules and regulations • Research, report writing and presentation techniques
SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software • Specialized software related to functional area



ABILITIES

- Plan, organize, implement, direct, and coordinate the engineering, construction, facilities, long-range planning and transit-oriented development functions of the regional transit District
- Communicate effectively with stakeholders, external organizations, community groups about public transit and the goals/objectives of the District both orally and in writing
- Provide oral presentations before large/small groups of people
- Exercise considerable tact and courtesy in frequent contact with the public
- Demonstrate commitment to customer-focused operations, accountability, transparency, integrity and equity
- Facilitate implementation of organizational change, engaging employees in the entire process and developing commitment for sustaining change
- Develop and implement strategic plans, policies and procedures
- Inspire, manage, develop and evaluate employees and effectively manage organizational change
- Plan, organize, direct, coordinate and supervise work and staff engaged in the assigned functional area
- Establish and maintain effective working relationships with a diverse workforce including peers, staff and labor representatives
- Implement civil and systems engineering and architectural design procedures
- Employ construction management principles and practices, including scope and budget control, scheduling, and reporting of key indicators
- Establish and maintain adequate cost and schedule controls
- Analyze a variety of complex operational and administrative problems and develop corrective actions and policies
- Serve as a technical advisor to the General Manager and Board of Directors on a variety of problems
- Collect and analyze data and prepare comprehensive reports, and effectively represent the areas for which responsible to other District divisions, the community, and the appropriate governmental bodies
- Articulate and deliver both technical and general information to non-technical staff and stakeholders
- Prepare and monitor complex budgets



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations; Observing work site; Observing work duties; Communicating with co-workers
Sitting	F	Desk work; For files
Walking	F	To other departments/offices; Around work site
Lifting	O	Supplies; Files
Carrying	O	Supplies; Files
Pushing/Pulling	R	File drawers; Tables and chairs
Reaching	O	For supplies; For files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard; Telephone keypad;
Kneeling	R	Retrieving items from lower shelves/ground
Crouching	R	Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone; Getting inside vehicle
Climbing	O	Stairs
Balancing	R	
Vision	F	Reading; Computer screen; Driving; Observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	N
Electrical Hazards	R
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety shoes, protective eyewear, safety vest and hardhat

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.