

# Los Angeles County Metropolitan Transportation Authority

## Job Class Specification

### DEPUTY EXECUTIVE OFFICER, GOODS MOVEMENT

Pay Grade H1T

(\$ 147,388.80 - \$ 184,288.00 - \$ 221,166.40)

#### Basic Function

To direct Metro's mission, goals, and objectives of goods movement including planning, programming, policy and legislative analysis, and capital planning in support of furthering Los Angeles County's strategies and programs. The position is located in Metro's Countywide Planning and Development Strategic Business Unit.

#### Classification Characteristics

This classification is exempt/at-will and the incumbent serves at the pleasure of the hiring authority.

**Supervised by:** Chief Planning Officer; Managing Executive Officer, Executive Officer, Countywide Planning & Development

**Supervises:** Director, Countywide Planning and Development; Transportation Planning Manager I-V; Administrative Aide

**FLSA:** Exempt

#### Work Environment

In order to achieve Metro's goals in support of its mission, potential candidates are required to commit and continuously practice and demonstrate the following work values:

- **Safety** – To ensure that our employees, passengers and the general public's safety is always our first consideration.
- **Service Excellence** – To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** – To make Metro a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Accountability for Performance and Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket and ensure the highest possible return on investment.
- **Innovation and Technology** – To actively participate in identifying best practices for continuous improvement.
- **Sustainability** – To reduce, reuse and recycle all internal resources and reduce green-house gas emissions.
- **Integrity** – To rely on the professional ethics and honesty of every Metro employee.
- **Teamwork** – To actively blend our individual talents to achieve world-class performance and service.

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- **Civil Rights** – To actively promote compliance with all civil rights statutes, regulations and policies.
- **Community** – To actively engage with the Community as it relates to Metro interest/services.

### Examples of Duties

- Assists the Chief Planning Officer/Managing Executive Officer/Executive Officer in directing Metro's multi-modal freight planning and programming; activities establishing goals, priorities, and developing strategies and resolutions; Advises the Chief Planning Officer/Managing Executive Officer/Executive Officer by formulates policy recommendations for consideration by the Metro Board of Directors; implements Board adopted goods movement policies
- Ensure that Metro Board adopted high priority goods movement corridors within Los Angeles County are included in State and Federal Freight Planning documents
- Keeps abreast of Federal and State Goods Movement Policies and funding programs to ensure maximum funding for Los Angeles County
- Works with outside agencies and policy makers to secure support for goods movement programs and projects and create partnerships; chairs and serves as a member of inter-departmental and inter-agency committees
- Reviews unit performance against goals and takes necessary management actions to address deviations
- Coordinates, manages and reviews project applications for goods movement funding programs
- Reviews and comments on Federal, State and Regional legislation and programs impacting or relating to Goods Movement
- Develops goods movement programs, projects, and plans in coordination with other Metro departments and outside agencies
- Monitors capital and operating budgets and adherence to policies and procedures
- Represents Metro at meetings and conferences with public agencies, the private sector, elected officials, and the general public
- Conducts studies, investigations, and analyses; presents oral and written reports of findings and recommendations
- Maintains and updates long-range staffing plans, resource needs, and contingencies to support Metro projects
- Supervises subordinate staff
- Prepares next generation staff
- Develops scopes of work, evaluates consultant proposals and works with procurement on the award of contracts; manages contracts including review and approval of invoices, deliverables, presentation materials, etc.
- Communicates Metro's safety vision and goals; oversees the implementation of agency and departmental safety rules, policies, and procedures; and

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maintains accountability for the safety performance of all subordinate employees

- Contributes to ensuring that the EEO policies and programs of Metro are carried out

### **Essential Knowledge and Abilities**

Knowledge of:

- Theories, principles, and practices of transportation planning, goods movement/freight programs and policies, public administration urban planning, programming
- Applicable local, state, and federal laws, rules, regulations, policies and programs
- Administrative principles and methods, including goal setting, program and budget development and implementation
- Capital and operating budgets
- Social, political, and environmental issues influencing transportation and goods movement/freight programs, modern management theory
- Los Angeles County freight and goods movement industry

Ability to:

- Plan, organize, and manage the integrated work of a major departmental division providing freight multi modal planning, countywide planning, integration of system elements, grants management
- Develop and implement objectives, policies, procedures, work standards, and internal controls
- Determine strategies to achieve goals
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, budgets, contracts, and labor/management agreements
- Represent Metro before elected officials, external partners and the public
- Analyze situations, identify problems, implement solutions, and evaluate outcome
- Prepare comprehensive reports and correspondence
- Establish and maintain cooperative working relationships
- Exercise judgment and creativity in making decisions
- Communicate effectively orally and in writing
- Interact professionally with various levels of Metro employees, outside representatives, and public officials
- Read, write, speak, and understand English

### **Minimum Qualifications**

Potential candidates interested in the DEPUTY EXECUTIVE OFFICER, GOODS MOVEMENT position SHOULD meet the following requirements:

- Bachelor's degree - Business, Public Administration, Urban Planning, Transportation Planning, or other related field

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- 8 years' senior management-level experience in transportation planning, programming, public administration or project development
- Valid California Class C driver's license
- Master's degree in related field desirable

### **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.

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