

Los Angeles County Metropolitan Transportation Authority

Job Class Specification

CHIEF PLANNING OFFICER

Pay Grade HCC

(\$222,476.80 - \$273,894.40 - \$325,353.60)

Basic Function

To lead Metro's planning & programming for all modes of transportation and Real Estate & Joint Development. Under direction of the Chief Executive Officer, works closely with program and project managers, Board members, elected officials, business, labor and community leaders, environmental advocacy groups and others to develop and direct visionary programs and solutions to meet the mobility needs of Los Angeles County.

Classification Characteristics

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

Supervised by: Chief Executive Officer

Supervises: Managing Executive Officer, Countywide Planning & Development;
Director, Financial & Administrative Management Services;
Executive Secretary

FLSA: Exempt

Work Environment

In order to achieve the Agency'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.
- **Services 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.
- **Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket.
- **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.

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- **Teamwork** – To actively blend our individual talents to achieve world-class performance and service.
- **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

- Directs transportation planning & programming in support of Metro's focus on customer service, value to taxpayers, delivery of programs and projects and innovation.
- Develops strategies to improve mobility and air quality and resolve major transportation issues.
- Directs community oriented joint development projects and new business opportunities, and provides high-level direction on all Metro real estate activity.
- Establishes goals and major priorities for planning & programming and real estate & joint development.
- Implements programs to train and prepare all planning and programming staff to advance professionally.
- Leads staff in inter-departmental and inter-agency collaboration and cooperation.
- Analyzes policies and formulates and presents policy recommendations to the Chief Executive Officer and Metro Board of Directors.
- Manages agenda for Board action on planning, programming, real estate and joint development matters.
- Leads preparation and updating of a long-range transportation plan addressing public transit and paratransit; highways, streets and roads; bicycle and pedestrian facilities; traveler information; traffic management and goods movement.
- Provides for analysis and documentation required to assess environmental impacts and meet requirements of California and federal environmental laws and regulations for all of Metro's programs and projects.
- Works with outside agencies and policy makers to create partnerships and secure support for programs and projects.
- Prepares and maintains forecasts of sources of funding for transportation projects and services.
- Analyses and develops innovative means of financing transportation projects and services.
- Solicits, reviews and recommends actions on funding applications from outside agencies for various programs.
- Manages departments including developing, monitoring and adhering to budget and achieving unit's goals and objectives.
- Contributes to ensuring that the EEO policies and programs of Metro are carried out.

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Date Prepared: 8/10/1995

Date Revised: 1/7/2016

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Essential Knowledge and Abilities

Knowledge of:

- Theories, principles, and practices of transportation planning, urban planning, programming, real estate, joint development, and construction.
- Applicable local, state, and federal laws, rules, and regulations.
- Administrative principles and methods, including goal setting, program and budget development and implementation.
- Capital and operating budgets.
- Social, political, and environmental issues influencing transportation programs.
- Public administration.
- Modern management theory.

Ability to:

- Plan, organize, and control the integrated work of a multi-tiered organizational unit in providing transit planning and programming services.
- 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, and contracts.
- Represent Metro before elected officials 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 CHIEF PLANNING OFFICER position SHOULD meet the following requirements:

- Bachelor's degree - Business, Public Administration, Urban Planning, Transportation Planning, or other related field.
- 8 years' senior management-level experience at the department-head level or above in transportation planning, programming, and project development.
- Valid California Class C driver's license.
- Master's degree in related field desirable.

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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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