

**Los Angeles County Metropolitan Transportation Authority**

Job Class Specification

**EXECUTIVE DIRECTOR, PROGRAM MANAGEMENT**

Pay Grade HCC

(\$222,476 - \$273,894 - \$325,353)

**Basic Function**

Leads the Program Management units of Metro including responsibility for Highway Project Delivery, Transit Project Delivery, Engineering and Project Management Oversight

**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:** Executive Director, Engineering; Executive Director, Project Management Oversight, Managing Executive Officer, Highways; Executive Director, Transit Project Delivery

**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 greenhouse 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.
- **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**

- Leads the Program Management department including Highway Project Delivery, Transit Project Delivery, Engineering and Project Management Oversight.
- Provides policy recommendations, technical advice and information to the Chief Executive Officer and Metro Board on matters related to Metro's transit and highway design, and, construction projects, and on Regional Rail.
- Presents, explains and defends project actions requiring Board approval.
- Meets shared responsibility goals for SBE and DBE contracting.
- Ensures contractors implement Project Labor Agreements and Construction Careers Programs.
- Provides overall direction in the management, studies, investigations, and analyses of major capital engineering and construction projects at the direction of the CEO and Board of Directors, including reports of findings and recommendations.
- Administers major funds, acquisitions, contracts and vendor relations.
- Directs the implementation of transit project goals and objectives, policies, work standards, and controls for professional staff and consultants; evaluates project performance against goals and takes necessary action to address deviations.
- Represents Metro at meetings and conferences with elected and public officials, the community, private citizens, and public and private organizations.
- Assists in the development of Metro's regional long-range strategic plans.
- Ensures coordination and cooperation of services among assigned departments.
- Ensures adequate funding to meet ongoing and project commitments.
- Leads the development of agency-wide business continuity and emergency management programs and plans.
- 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 mass transit and highway systems design, construction, operations, maintenance, safety, accident prevention, and emergency response.
- Applicable local, state, and federal laws, rules, and regulations governing the design, engineering, and construction of mass transit, highway and other capital projects.
- Capital and operating budgets.

- Management of capital programs and construction of large-scale mass transit and highway projects.
- Social, political, civil rights and environmental issues influencing transit and highway programs.
- Principles and practices of public administration.
- Modern management theory.

Ability to:

- Plan, develop and implement objectives, policies, procedures, and work standards to organize and control the design and construction of highway and major rail transit projects.
- Understand, interpret, and apply applicable laws, rules, regulations, policies, procedures, budgets, contracts, and labor/management agreements.
- Represent Metro before elected officials and the public as requested.
- Analyze situations, identify problems, implement solutions, and evaluate outcome.
- Prepare 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 EXECUTIVE DIRECTOR, PROGRAM MANAGEMENT position MUST meet the following requirements:

- Bachelor's degree - Engineering, Construction Management, Architecture, Project Management or other related field.
- Eight years' senior management-level experience at the department-head level or higher level in large-scale rail-transit/tunneling construction project with experience in design and construction of major design build projects, including extensive experience managing highway projects, commuter rail and/or transportation operations.
- Master's degree in Engineering or Management and experience working with construction of capital projects in a mass transit environment is highly desirable.
- Valid California Class C driver's license.

**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.

