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JOB DETAILS:

JOB TITLE

Job ID: 8507

Director, New Transbay Rail Crossing

PAY RATE

\$147,736 - \$223,819 / Annual Rate (Non-Rep Payband 12)

OPEN DATE

January 13, 2020

CLOSE DATE

February 3, 2020

CURRENT ASSIGNMENT

The New Transbay Rail Crossing (NTRC) Program is a highly complex, long-term, transformative project for the Northern California megaregion. BART is partnering with Capitol Corridor today, and with other rail operators in the future on this effort. The Director will lead the New Transbay Rail Crossing Program and will be responsible for a \$25 Billion project, requiring 15-25 years to bring to service. The position oversees multiple divisions of staff and provides support to the, Chief Planning and Development Officer, and BART General Manager.

The preferred candidate will possess the following knowledge, skills and experience beyond the minimum qualifications:

- A Master's degree in transportation planning, urban planning, communications, public administration, business administration, or a closely related field from an accredited college or university.
- Background in Planning, Business Management, or related field.
- 6+ years of experience managing the planning, environmental and development stages of projects that cost at least \$1.0 billion, with more experience preferable.
- 6+ years of experience with managing a significant project representing the public sector.

Duties may include, but are not limited to, the following:

1. Manage all aspects of complex transportation megaproject in the planning, environmental, and development stages.
2. Develop a preferred New Transbay Rail Crossing project best able to serve the public, garner support, and be successfully implemented.
3. Lead on regional efforts to bring billions of dollars in funding to a transformational mega-regional project
4. Partner with standard gauge rail, represented today by Capitol Corridor, and in the future by additional rail partners (Caltrain, High Speed Rail, etc.)
5. Oversee engagement with 21 counties, 100+ cities, 20+ transit agencies, 20+ potential funding partners, and various advocacy groups.
6. Determine early on policy changes that may be needed to advance the work, including legislative and legal solutions
7. Manage all interaction on the project, including with the Board, public, elected officials, jurisdictions, transit partners, funding partners and advocates
8. Direct multiple divisions within the program, including Planning, Funding, Project Evaluation, Outreach and Engagement, Procurement and Contract Management.
9. Oversee consultant contract(s) – currently \$50 million Strategic Advising and Program Management Services contract with HNTB, with list of consultant contracts to expand in the future.
10. Be a persuasive and respected spokesperson for the project both internally and externally, in a resource-constrained environment
11. Identify and manage risks related advancement of mega-regional rail investment in a dynamic transportation landscape.
12. Integrate land use, travel markets, resiliency and equity into the decision-making process.
13. Determine alignments, stations, yard + shop facilities and tube design as well as relationship to existing and future regional rail network.

ESSENTIAL JOB FUNCTIONS

1. Assumes full management responsibility for the New Transbay Rail Crossing (NTRC) program; directs planning, funding, project evaluation, outreach, engagement, procurement and contract management; partners with standard gauge railway agencies in delivery of the project.
2. Ensures representation of the NTRC department to other departments, elected officials and outside agencies; coordinates assigned activities with other departments and outside agencies and organizations; effectively communicate with private sector development partners, local jurisdictions, advocacy groups, policymakers, media and the general public.
3. Oversees engagement with various counties, cities, transit agencies, potential funding partners, and various advocacy groups; leads regional efforts to bring billions of dollars in funding to a transformational mega-regional project.
4. Identifies and manages risks related to the advancement of mega-regional rail investment in a dynamic transportation landscape; integrates land use, travel markets, resiliency, and equity into the decision-making process.
5. Determines alignments, stations, yard and shop facilities, tube design as well as relationship to existing and future regional rail network.

6. Plans, directs, and coordinates, through subordinate level staff, the department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
7. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
8. Manages the development and implementation of departmental goals, objectives, policies, and priorities; determines early on policy changes that may be needed to advance the work, including legislative and legal solutions.
9. Assigns and participates in completion of work products for presentation to the Board of Directors; reviews and approves work products.
10. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements policy and procedural improvements.
11. Oversees and participates in the development and administration of the departmental budget; secures adequate financial resources; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
12. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Knowledge of:

- Principles and practices of transportation planning
- Principles and practices of policy and program development, implementation, and administration
- Policies, procedures, rules, and regulations governing transportation planning
- Principles and practices of construction project management
- Principles and practices of contract negotiation and administration
- Principles and practices of budget preparation and administration
- Principles of supervision, training, and performance evaluation
- Related Federal, State, and local laws, codes, and regulations
- BART policies, procedures, practices, operational characteristics, services, and attributes
- Operating office equipment including computers and supporting word processing spreadsheet and other software applications

Skill in:

- Managing a comprehensive transportation planning program, overseeing multiple Divisions of management
- Developing and administering departmental goals, objectives, and procedures
- Analyzing complex planning and environmental impact issues, identifying alternative solutions, and projecting consequences of proposed actions
- Analyzing and assessing policies and operational needs
- Identifying and responding to sensitive community and organizational issues, concerns, and needs
- Planning, organizing, directing, and coordinating the work of multiple divisions of lower level staff and delegating authority and responsibility
- Selecting, supervising, training, and evaluating staff

- Researching, analyzing, and evaluating new service delivery methods and techniques
- Preparing and administering large and complex budgets
- Preparing clear and concise administrative and financial reports
- Interpreting and applying applicable Federal, State, and local policies, laws, and regulations
- Communicating clearly and concisely, both orally and in writing to both internal and external stakeholders
- Selecting, supervising, and evaluating multiple large-scale planning and design consultant teams
- Establishing and maintaining effective working relationships with those contacted in the course of work including BART Board members, public, elected officials, and stakeholders
- Building relationships with a wide variety of stakeholders

MINIMUM QUALIFICATIONS

Education

Bachelor's degree in transportation planning, urban planning, communications, public administration, business administration, or a closely related field from an accredited college or university.

Experience

Seven (7) years of (full-time equivalent) verifiable transportation and strategic planning experience which must have included at least three (3) years of management responsibility.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

APPLICATION PROCESS

External applicants may only apply online, at www.bart.gov/jobs. Applicants needing assistance with the online application process may receive additional information by calling (510) 464-6112.

All applicants are asked to complete the application in full, indicating dates of employment, all positions held, hours worked, and a full description of duties. On line applicants are invited to electronically attach a resume to the application form to provide supplemental information but should not consider the resume a substitute for the application form itself.

Applications must be complete by the closing date and time listed on the job announcement.