



CHIEF, PLANNING AND DEVELOPMENT OFFICER

FC: 000050
PB: 13
FLSA: Exempt

PC: 970
BU: 95(NR)
Created: March 2011
Updated: February 2014

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Assists in the direction and management of the activities and operations of the Office of Planning and Development including extension construction projects, contract administration, project finance and administration, new vehicles, systems integration, all other capital program areas, and any other work of the Office; serves in a leadership capacity to coordinate and manage assigned activities within the Office, as well as with other executive staff, departments and outside agencies; provides highly responsible management support to the Assistant General Manager, Planning and Development, including participation in strategic and policy analysis; and performs related duties as assigned.

CLASS CHARACTERISTICS

Incumbents in this class are responsible for assisting and providing high level management support to the Assistant General Manager, Planning and Development in carrying out the work of the Office. In general, each Chief will have lead responsibility for a portfolio of programs on behalf of the Office, and will provide direct supervision for several Group Manager or similar positions. In addition to exercising leadership in managing the accomplishment of assigned work, incumbents participate in the development and implementation of departmental goals, objectives, policies and priorities for assigned service areas, and may serve as the Assistant General Manager, Planning and Development in his/her absence.

REPORTS TO

This position reports to the Assistant General Manager, Planning and Development.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

Chief, Planning and Development

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1. Provide overall coordination and management on behalf of the Assistant General Manager, P&D assigned services and activities; participate in the development of policies and procedures.
2. Participate in the development and implementation of executive office and assigned service area goals, objectives, policies and priorities.
3. Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Oversee, through senior management staff, the delivery of services for the Office of Planning and Development; work with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Oversee and manage assigned projects including setting policies, goals and objectives and determining priorities to meet those objectives.
7. Oversee the work of consultants on extension projects; determine scope of project; evaluate project changes and estimated costs; authorize expenditures and payments to consultants.
8. Oversee and coordinate consultant contract administration; resolve disputes with construction contractors and negotiate major change orders.
9. Participate in the selection and evaluation of assigned personnel; provide or coordinate management staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
10. Participate in the development and administration of the budget for assigned programs; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
11. Explain, justify and defend assigned programs, policies and activities; negotiate and resolve sensitive and controversial issues.
12. Represent the Office of Planning and Development to other executive staff, departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.

13. Provide staff assistance to the Assistant General Manager, Planning and Development; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public transportation development services.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive public rail transportation system new development program including all structures and systems engineering, construction, financial and administrative program areas.

Principles and practices of civil and structural engineering.

Principles and practices of planning, engineering, and project management.

Principles and practices of environmental management systems (EMS) and sustainability program delivery.

Principles and practices of construction project management.

Principles and practices of program development, implementation and administration.

Principles and practices of contract negotiation and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

Skill in:

Participating in the management of a comprehensive public rail transportation system new development program including the structures and systems engineering, construction, financial and administrative program areas.

Participating in the development of executive office and assigned departmental goals, objectives and procedures.

Analyzing and assessing programs, policies and operational needs and making appropriate adjustments.

Identifying and responding to sensitive community and organizational issues, concerns and needs.

Planning, organizing, directing and coordinating the work of lower level staff.

Developing goals, objectives and procedures for assigned departmental responsibilities

Utilizing effective dispute avoidance and resolution techniques and best.

Delegating authority and responsibility.

Analyzing problems, identifying alternative solutions, projecting consequences

of proposed actions and implementing recommendations in support of goals.
Researching, analyzing and evaluating new service delivery methods and techniques.

Overseeing and managing assigned transit construction and extensions projects.

Administering contractor and consultant contracts.

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.

Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in Engineering, Business Administration or a closely related field from an accredited college or university.

Experience:

Six (6) years of (full time equivalent) verifiable professional experience in transit systems program development and administration which must have included at least three (3) years of responsible 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.

WORKING CONDITIONS

Environmental Conditions:

Office environment; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEOC Code: 05