



## DIRECTOR OF LINK21

JC: 000309  
PB: 12  
FLSA: Exempt

BU: 95 (NR)  
Created: January 2020

*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**

Under general direction, plans, directs, and manages the activities and operations of the Link21 department within the office of Planning & Development, including oversight and management of the Link21 project; coordinates activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Chief Planning & Development Officer; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is a director-level classification fully responsible for the administration and management of a major department within the organization. Classifications at this level generally guide operations through the establishment of objectives, policies, rules, methods, and standards and manages, through subordinate professional staff and consultants, all activities and operations of the department. The incumbent is fully accountable for bringing the Link21 project to service. This classification is distinguished from the Chief Planning & Development Officer in that the latter is ultimately responsible for all portfolios of programs within the office of Planning & Development.

### **REPORTS TO**

Chief Planning & Development Officer or designee

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

1. Assumes full management responsibility for the Link21 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 Link21 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.

## **QUALIFICATIONS**

### **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.

**WORKING CONDITIONS:**

**Environmental Conditions**

Office environment; exposure to computer screens.

**Physical Conditions**

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

**BART EEO-1 Job Group:** 0500 – Executives/Managers  
**Census Code:** 0430 – Miscellaneous Managers  
**Safety Sensitive:** No