
Classification Description

Title: Transit Program Director I, II

Pay Range: 543, 544

Job Code: 1725, 1728

Employee Group: Non-Represented

Established: 9/06

Revised: 10/08, 4/14

EEO Category: Officials and Administrators

FLSA Status: Exempt

DESCRIPTION

Jobs assigned to this series are responsible for the management and efficient planning and operations of a division that does planning, development and project management of light rail, street car, or other large, federally funded, transportation projects. Positions in this series use detailed knowledge of federal laws, regulations and funding requirements to develop and manage the division and compete successfully to secure scarce federal project funding resources for Metro's light rail and other transit/transportation projects.

DISTINGUISHING FEATURES

This series classification includes Transit Program Director I and Transit Program Director II levels. The primary distinctions between the two levels are:

The **Transit Program Director I** is responsible for the division's operational activities. This position is a regional transit/light rail expert.

The **Transit Program Director II** is the division's strategic leader and is a nationally recognized expert and resource on light rail and other transit projects and programs.

DUTIES AND RESPONSIBILITIES

Transit Program Director I

1. Directs the work of the Transit Project Manager I and the Transit Project Manager II to successfully advance federally-funded major transit capital investment projects through the FTA Alternatives Analysis and Draft and Final Environmental Impact Statement phases of project development, including conceptual design, transportation analysis, public involvement and NEPA documentation.
2. Provides mentoring and training of managers and project staff in specialized project-related areas including but not limited to:
 - FTA procedures and policies
 - FTA New Starts and Small Starts rating criteria.
 - FTA's major transit capital investment planning process

- FTA Alternatives Analysis process
 - NEPA and Environmental Impact Statement requirements
 - Development of work programs, budgets, consultant scopes of work and intergovernmental agreements,
 - Application of the National Environmental Policy Act (NEPA) to transit projects,
 - Project management techniques, use of project management software to plan and track work, project control procedures and budgeting
 - Transit operations planning and network development
 - Presentation of technical material to lay audiences, technical and policy committees and elected officials
 - Development of project documentation consistent with NEPA and FTA requirements.
3. Serves as Project Director for transit projects including oversight of Metro's work program and interface with FTA, participating jurisdictions, policy committees and elected officials.
 4. Provides oversight to managers in the administration of Metro's transit development program including coordination of multiple project budgets and schedules with federal grant and program requirements.
 5. Coordinates with FTA's Region X and Headquarters offices regarding New Starts and Small Starts annual rating process, and provide comments on proposed guidance, rules and regulations that implement FTA's major transit investment policies and NEPA.
 6. Develops strategies to present projects in the most favorable light for the annual New Starts submittal to FTA.
 7. Represents Metro in the transportation planning arena at local, regional, and national levels. Serves on various boards and committees.

Transit Program Director II

In addition to duties performed by a Transit Program Director I, a Transit Program Director II:

1. Directs the development of light rail, streetcar, and other transportation projects seeking federal funds. Includes directing and resolving planning, environmental, funding, and political and strategic issues relating to all phases of FTA project development prior to construction.
2. Establishes policies, procedures, and work standards to ensure consistency with federal, state and local laws and regulations for the products produced by Metro in the light rail and streetcar project development phase. Provide guidance to staff to ensure that FTA thresholds are met.
3. Negotiates and coordinates with partner jurisdictions at highest level regarding all aspects of light rail and streetcar projects including cost containment, financial obligations, local match, project implementation, etc. (e.g. FTA Administrator, FTA Regional Administrator, ODOT Director, TriMet Ex. Director of Capital Projects.)
4. Develops finance strategies and language for federal authorization and appropriations bills. Develops strategies, policies and help secure funding for Metro transportation initiatives, the Oregon legislature, local ballot measures, etc.
5. Briefs Metro Council, JPACT, and project advisory committees. Represent Metro in briefings with U.S. Senators and Congressmen, Mayors, Cabinet members, CEO's from

major corporations, and the Oregon legislature. Speak on behalf of Metro at national and local conferences regarding Metro's light rail projects and national policies.

6. Directs the \$2 million Metro Regional Travel Options program. Responsible for ensuring the program is fiscally sound and effective in its mission of reducing automobile travel in the Metro region.
7. Provides full supervision over staff with ultimate authority for hiring, promoting, assigning work, transferring, evaluating performance, and initiating disciplinary action.
8. Directs preparation and implementation of the Division budget based on staffing requirements available resources. Secures additional resources as required. (Current budget \$7.3 million.)

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits
 - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

Transit Program Director I

- Master's degree in transportation planning or a closely related field
- Substantial knowledge of the Federal Transit Administration New Starts and Small Starts Project Rating criteria
- Eight years progressively responsible project management experience in the area(s) of transit or transportation planning

- Any combination of experience and education that provides the applicant with the desired skills, knowledge and ability required to perform the job

Transit Program Director II

- Master's degree in Transportation Planning, Regional Planning, Transit Engineering, Project Management or a related field
- Ten years progressively responsible related project management experience
- Any combination of experience and education that provides the applicant with the desired skills, knowledge and ability required to perform the job

NECESSARY SPECIAL QUALIFICATIONS

The Transit Program Director I and Transit Program Director II require knowledge of Federal Transit Administration funding rules and procedures.

Knowledge, Skills and Abilities:

(NOTE: Unless specifically noted, the level of the specified skills will vary based on the level the job is assigned to in this series.)

- Knowledge of the federal Transit Administration New Starts and Small Starts Project rating criteria and the National Environmental Protection Act (NEPA)
- Principles and practices of transit project planning
- Budget preparation and expenditure control management theory and principles of supervision
- Project management software, and FTA computer software programs
- Apply strategic thinking to complex transit and public policy issues
- Provide planning, leadership, and technical oversight in developing goals and objectives for regional transit projects
- Communicate successfully with Metro executive staff and managers, the public, and various interest/business groups
- Develop policy and project alternatives, criteria, and recommendations
- Prioritize and assign section staff resources to tasks and projects
- Constant decision making, discretion, problem analysis and resolution
- Independent judgment and independent action
- Interpersonal skills, customer service and teamwork
- Creativity, negotiation and presentation/selling
- Training and supervision
- Advanced math and programming are used in certain program areas
- Understanding and the ability to read, speak and write the English language is required
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures

- Comply with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate

Additional Requirements:

- Successfully pass the background checks and screening requirements required for the position

SUPERVISION RECEIVED

SUPERVISION EXERCISED

RELATIONSHIPS/CONTACTS

Inside the organization, provides operational and strategic direction, resolve problems, provides assistance, presents findings and discusses issues. Outside the organization, provides information/reports, responds to inquiries, negotiates solutions, communicates technical information, directs contractors, and conducts general briefings with regulatory and legislative bodies, business and interest groups.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

All standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets.

WORK ENVIRONMENT

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Occasionally, positions within this series classification require outside work with exposure to construction/remodeling work. Employees may encounter hazardous situations, equipment and conditions found in such environments Travel, evening meetings and extensive overtime may be required.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro’s visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.