



CONTRA COSTA
**transportation
authority**

Contra Costa Transportation Authority is inviting applications for the Executive position of:

Deputy Executive Director – Projects

THE ORGANIZATION

The Contra Costa Transportation Authority (CCTA) is a public agency formed by Contra Costa voters in 1988 to manage the county's transportation sales tax program and to do countywide transportation planning. The Authority is also the county's designated Congestion Management Agency, responsible for putting programs in place to keep traffic levels manageable.

The Authority's **mission** is to deliver a comprehensive transportation system that enhances mobility and accessibility, while promoting a healthy environment and strong economy by:

- Leading a collaborative decision-making process with local, regional and state agencies;
- Establishing partnerships to effectively deliver transportation projects and programs;
- Facilitating a countywide dialog on growth and congestion that discloses and seeks to mitigate the impacts of development while respecting the responsibilities of local jurisdictions;
- Taking into account the diverse character of Contra Costa communities.

THE POSITION

The **Deputy Executive Director - Projects** is directly responsible for managing all aspects of the Authority's capital improvement program, and the implementation of the program of projects identified in the Expenditure Plan. The incumbent manages strategic planning, oversees all aspects of project administration and has responsibility for recommending priorities for the use of state and federal funds, requiring extensive coordination with other agencies. The position provides direct supervision for the positions of Director of Projects and the Administrative Assistant to Projects. The Deputy Executive Director – Projects reports directly to the Executive Director.

The Deputy Executive Director – Projects is the lead staff position on all project development issues, requiring a wide range of knowledge and experience in a multi-agency setting. The

individual must have the ability to plan, schedule, organize, and direct the most complex of transportation engineering projects, and must possess effective negotiation skills for identifying, coordinating, and resolving a wide variety of technical and administrative issues in the development of projects.

THE IDEAL CANDIDATE

The Ideal Candidate will have in-depth knowledge and experience in the following areas:

- The principles and current practices of public works management and administration;
- The principles and practices of project management and scheduling, including management of scope, schedule, budget and cash flow;
- The conduct of administrative studies and the development of policy recommendations for consideration by decision makers;
- Federal, state, and local roles in transportation funding, programming, and review, including knowledge of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) relative to transportation projects; and
- Contracts, cooperative agreements, and other mechanisms defining the roles of various participants in the project implementation process.

In addition, the successful candidate will have demonstrated:

- The ability to work in a dynamic environment requiring timely responses to changing circumstances; function effectively under the pressure of recurring deadlines; prioritize workload; and exercise sound judgment;
- The ability to exercise tact, diplomacy and courtesy in working with members of the general public, Authority Board members, multiple agencies, other government officials, professional and technical colleagues and staff;
- Excellent customer service skills and diplomatic demeanor;
- Good presentation skills;
- Excellent negotiation skills;
- Excellent organizational skills;
- Self-motivation;
- The ability to communicate effectively and professionally, both verbally and in writing;
- High ethical standards in personal behavior; and
- Excellent people management skills.

EDUCATION AND/OR EXPERIENCE

- BA/BS degree in engineering/planning from an accredited college; Master's Degree is desirable.
- Ten years of progressive levels of supervisory and management experience with at least four years of experience working with a public agency including managing projects, transportation finance, and a demonstrated understanding of State and Federal transportation planning processes.

- Experience reporting to and interacting with Board of Directors, and providing information for Board decisions.
- California experience preferred.

SALARY

The CCTA is interested in hiring the best possible candidate for Deputy Executive Director-Projects. The compensation package will ultimately depend upon the qualifications of the candidate to whom an offer is extended.

HOW TO APPLY

If you are interested in this outstanding opportunity, please submit a detailed resume with cover letter, and response to the following supplemental questions:

1. Describe your experience in transportation programming and finance. Have you been responsible for applying to other agencies for project-related funding? What techniques have you employed to set priorities for limited funds?
2. Describe an experience when you had to negotiate with senior management at another public agency relative to perceived lack of responsiveness, differing opinions regarding the quality or timeliness of their work, or disputes over the interpretation of policies. How was the issue resolved?
3. Describe your experience negotiating cooperative agreements with other public agencies. What was your approach to resolving substantive differences?
4. Describe your project management experience (environmental clearance through design and construction management).

Apply by Monday, July 19, 2010 to:

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Electronic correspondence preferred.

Resumes will be screened and the most qualified candidates will be invited to participate in the interview process with CCTA. Once a mutual interest in the position has been established, references will be contacted.