



California Transportation Commission

Executive Director Employment Opportunity

POSITION TITLE:	EXECUTIVE DIRECTOR
MONTHLY SALARY:	\$13,941 - \$14,359
LOCATION:	SACRAMENTO, CA
FINAL FILING DATE:	FEBRUARY 4, 2016

POSITION OVERVIEW:

The Executive Director of the California Transportation Commission reports to the 13-member Commission and is responsible for overseeing the Commission's staff of 20 and its annual budget of \$3.9 million. The Commission is responsible for programming and funding billions of dollars annually for transportation projects throughout California in partnership with regional transportation agencies and the California Department of Transportation. The Commission is also responsible for advising the California State Transportation Agency Secretary and the California Legislature on key transportation policy matters.

ESSENTIAL FUNCTIONS:

- Evaluates, develops and recommends transportation policies to the Commission. Formulates transportation policy and programming recommendations for Commission consideration including, but not limited to: the annual and five-year estimate of State funds available for transportation purposes; the five-year State Transportation Improvement Program; the four-year State Highway Operation and Protection Program; the Active Transportation Program, and other transportation programs. Makes programming and allocating recommendations on specific transportation projects to the Commission. Recommends targets and performance measures for the state asset management plan; the approval of toll facilities and public private partnerships, and other actions as required by law. Develops an annual report to the California Legislature for Commission approval.
- Acts as a liaison for the Commission to the California State Transportation Agency; the Director of the State Department of Transportation; and Regional Agencies and their respective staffs. Acts as a liaison between the Commission and the Legislature and its staff; interprets actions taken by the Commission, and reports to the Commission on areas of concern to the Legislature and

Administration. Acts as a liaison between the Commission and city and county elected officials and governmental agencies on program and project matters. Acts as a liaison between the Commission and other agencies of state government on matters of program and policy.

- Serves with the Director of the Department of Transportation and the Executive Director of the Bay Area Toll Authority as a member of the Toll Bridge Program Oversight Committee. Also serves as a member of the California Transportation Financing Agency.
- Serves at the pleasure of the Commission and directs the affairs of the Commission and its staff as directed by the Commission. With Commission approval, the Executive Director appoints such staff, and selects consultants as necessary to carry out the functions of the Commission.
- Attends public hearings and other meetings of the California Transportation Commission and assists the Chair and the members of the Commission in the discharge of their duties.

DESIRABLE QUALIFICATIONS:

- Experience with transportation programming at the federal, state, and regional levels. Experience programming all modes of transportation: highway and roads, active transportation, public transit, and commuter and intercity rail.
- Experience with successful public policy development and implementation.
- Experience working with transportation stakeholders—Members of the legislature and their staff; state, regional and federal agencies; local governments; environmental and community groups, and private sector transportation providers and associations.
- Ability to perform high-level administrative and policy-influencing functions effectively.

KNOWLEDGE, SKILLS & ABILITIES:

KNOWLEDGE OF:

The organization and functions of California State Government, including the:

- Organization and practices of the Legislature and the Executive Branch
- Principles and methods of transportation systems management
- Fiscal and budgetary planning and control methods
- Transportation planning and urban and regional planning
- Environmental, air quality, and energy conservation analysis
- Organization and policies of the Department of Transportation and of regional and local transportation planning organizations
- Transportation systems financing and allocation formulae
- Principles, practices, and trends of public administration, organization, and management
- Techniques of organizing and motivating groups
- Program development and evaluation
- Methods of administrative problem solving
- Principles and practices of policy formulation and development
- Personnel management and supervision

- Planning and directing the work of others
- The Commission's Equal Employment Opportunity (EEO) program
- A manager's role in the EEO program and processes available to meet program objectives

ABILITY TO:

- Plan, organize, and direct the work of a multi-disciplinary professional and administrative staff
- Plan, organize, and coordinate large scale, highly sensitive studies
- Advise Commission of areas of potential policy conflicts
- Analyze difficult and complex transportation financial issues
- Develop and recommend practical and effective policies for addressing such issues
- Integrate the activities of a diverse program to attain common goals
- Gain the confidence and support of high level administrators and advise them on a wide array of transportation issues
- Develop and maintain cooperative working relationships with representatives of all levels of government, the public, the Legislative and Executive Branches, and the media
- Prepare and review reports
- Plan and direct the work of others
- Speak and write effectively
- Act as the Commission's spokesperson
- Effectively contribute to the Commission's EEO objectives

EXAMINATION INFORMATION:

All interested applicants should file a standard State application, resume, and a Statement of Qualifications. The information provided in the Statement of Qualifications will serve as an objective record of each candidate's background and experience and will facilitate discussion of the candidate's qualifications during the examination process. It will also serve as documentation of each candidate's ability to present information clearly and concisely in writing as this is a critical factor to successful job performance as the Executive Director. **Applications received without the required Statement of Qualifications will be disqualified.**

A Commission Selection Committee will screen applications, resumes, and Statements of Qualifications based on the identified minimum qualifications, the desirable qualifications for the position, and the competitive value of each candidate's relative knowledge, skills, and experience. Only the most qualified candidates will be scheduled for an interview; if interviews are deemed necessary by the Selection Committee.

The results of this examination will be used solely to fill the position of Executive Director of the California Transportation Commission.

Upon completion of the examination process, the candidate chosen by the Selection Committee will require confirmation by the full Commission at the next regularly scheduled meeting.

FILING INSTRUCTIONS:

Applicants who meet the qualifications specified must submit a standard State application (STD. 678), a resume, AND a Statement of Qualifications providing specific information on his/her background, knowledge, skills, and abilities, which demonstrate the applicant meets the qualifications.

Statement of Qualifications MANDATORY Requirements:

Responses must be typewritten or generated by computer on 8.5" by 11" paper with a minimum font size of 10. Submit standard State application (STD. 678), resume and Statement of Qualifications to:

**Caltrans Human Resources
Attention: Ashley McGuckin
1727 30th Street – MS 90
Sacramento, CA 95816**

Applications will NOT be accepted after the final filing date. Questions regarding this examination should be directed to Ashley McGuckin at (916) 227-7850.

The California Transportation Commission strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857.