



Koff & Associates
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SAN MATEO COUNTY
**Transportation
Authority**

Executive Officer

THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY

The San Mateo County Transportation Authority was formed in 1988 with the passage of the voter-approved half-cent sales tax for countywide transportation projects and programs, known as Measure A.

The original Measure A expired Dec. 31, 2008. In 2004, county voters overwhelmingly approved a reauthorization of Measure A through 2033. And in 2018, county voters approved Measure W, which provided another half-cent sales tax proceeds for thirty years, through June 30, 2049. Proceeds are made available for public transit purposes as well as for a myriad of transportation projects in the County. Half of the Measure W funds are administered by the TA.

The TA's role is to administer the proceeds from both Measure A & W to fund a broad spectrum of transportation-related projects and programs. The SMCTA is an independent agency and is governed by an appointed board of seven directors, who are elected officials, representing the county, cities, and the San Mateo County Transit District.

To view the SMCTA's 2020-2024 strategic plan, please click here:

<https://www.smcta.com/media/3743/download>

To learn more about the SMCTA's Short Range Highway Plan, please click here:

<https://www.smcta.com/programs/highway>

To go to the SMCTA website, please click here: www.smcta.com

THE POSITION

The Executive Officer, Transportation Authority reports to the Chief Officer, Planning, Grants & Transportation Authority and is responsible for activities related to the administration of sales tax revenue received by the San Mateo County Transportation Authority (TA) and program delivery. The Executive Officer, TA will also provide oversight and support for the operation of the US101 Express Lanes through the San Mateo County Express Lanes Joint Powers Authority.

Essential Functions:

- Be responsible for the programming and allocation of TA funds for programs and projects consistent with and in compliance with the voter-approved TA Expenditure Plan.
- Act as the liaison with internal and external stakeholders for the collection, programming, and distribution of TA funds.
- Be responsible for the evaluation, development, and implementation of all TA capital projects and transportation programs.
- Provide program management oversight of projects funded by TA funding and delivered by non-TA grantees.
- Be responsible for the development and administration of the TA's annual budget.
- Provide oversight for the pursuit of additional funding sources to leverage TA funding.
- Provide oversight and support of the operation of the US101 Express Lanes through the San Mateo County Express Lanes Joint Powers Authority.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection and coordination of staff.



THE IDEAL CANDIDATE

The ideal candidate will be a strategic, collaborative, and innovative leader, who is organized and able to prioritize and adapt quickly to changing priorities. Excellent communication and interpersonal skills are necessary to build strong business relationships with other local jurisdictions, contractors, vendors, and business partners. This is an excellent growth opportunity for an industry professional to help shape the transportation landscape of San Mateo County with innovative and forward-thinking projects. The ideal candidate will have a record of accomplishment in the successful implementation of transportation project deliverables, project management, and funding experience.

Example of Duties:

- Oversee the management of consultants and staff in the delivery of capital projects, including key highway projects in San Mateo County.
- Oversee the timely use of TA sales tax funds awarded to various grantees, cities, and the County.
- Be responsible for the development, resourcing, and implementation strategies to ensure the timely delivery of capital projects.
- Report to the TA Board, Executive Committee, and members of the public on the status of transportation projects and programs. Serve as the staff liaison to a 15-member citizen advisory committee.
- Be responsible for the development and review of data analytics in the establishment of guidelines and evaluation processes used for project decisions and recommendations for TA funding considerations.
- Oversee the coordination and collaboration with stakeholders including but not limited to the California Department of Transportation, Metropolitan Transportation Commission, the City/County Association of Government, and other self-help counties in the Bay Area, as well as around the State.
- Collaborate with the public, elected officials, and other key stakeholders on the development of and updates to local and regional transportation planning documents and efforts.
- Oversee the progress reports for the capital program.
- Be responsible for the negotiation of funding and cooperative agreements and ensure the recipients of Authority funds comply with Authority policies and procedures.
- Evaluate job performance of staff, which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect oneself, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.



MINIMUM QUALIFICATIONS

Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- ▶ Bachelor's degree in Planning, Engineering, Public Administration, or a related field.
- ▶ Eight years of experience in transportation planning or engineering.
- ▶ Four years of management or supervisory experience..

Preferred Qualifications

- ▶ Registration as a professional civil engineer in the State of California is desirable, or project management certification.
- ▶ Experience in highway project and/or program delivery.
- ▶ Must be able to communicate effectively orally and in writing.
- ▶ Skill in consensus building, fostering informed debate and interaction, and effective decision making.

COMPENSATION AND BENEFITS

The salary range for this position is \$182,437 to \$273,656 commensurate with experience.

- ▶ **Medical/Vision/Dental** – The San Mateo County Transit Authority provides medical, dental, and vision insurance coverage to all regular employees and eligible dependents (e.g. spouses, children, and domestic partners).

- ▶ **Retirement and Pension Plan** – Our employees are eligible for both Social Security Benefits and CalPERS Pension Plan. Including lifetime medical benefits upon retirement

California Public Employees Retirement Systems (CalPERS)

- » Classic Members – 2% @ 60 benefit formula, 3-year average of highest compensation up to the CalPERS compensation limits
 - » New Members – 2% @ 62 benefit formula, 3-year average of highest compensation up to the PEPRA compensation limits
- For more information, click on <https://www.calpers.ca.gov/>

- ▶ **Paid-Time-Off (PTO) and Holiday Schedules** – We believe maintaining a healthy work-life balance is not only important for health and relationships, but it can also improve your employee's productivity. Employees are offered time-away from work through Paid Time Off (PTO), Floating Holidays and Recognized Holidays.

- » Paid Time Off (PTO) – Accrued up 26 days of time off per year (8.25 hours per pay period).
- » Floating Holidays – Pro-rated up to 4 days the first year; eligible after probationary period and five days per year after one year of service
- » Recognized Holidays – 7 paid holidays per calendar year.

To view the full benefits package, click here: <https://www.smctd.com/jobs.html#benefits>

APPLICATION AND RECRUITMENT PROCESS

The final filing date is August 12, 2022.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/executive-officer-ta/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed.

For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the TA. The TA will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.