

**San Mateo County**  
**TRANSIT DISTRICT**

**San Mateo County Transit District**  
**Deputy General Manager/Chief Executive Officer**

**GENERAL:**

SamTrans is seeking a highly qualified and strategic Deputy General Manager/Chief Executive Officer (Deputy CEO). The Deputy CEO reports to the General Manager/CEO for the San Mateo County Transit District (SamTrans), the San Mateo County Transportation Authority (TA), San Mateo County Express Lanes Joint Powers Authority (Express Lanes). The Deputy CEO provides highly responsible and complex assistance and support to the General Manager/CEO in the direction and day-to-day management and leadership of the Executive Team for the agencies. Due to the unique structure of the organization, the Deputy CEO must bring skill in leading, monitoring, directing, and motivating the employees to ensure the goals, objectives, and requirements of all the agencies are appropriately supported and resourced.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Responsible for the internal health of the agencies, ensuring that they model best practices for large public agencies, especially transit agencies, and exhibit a high level of coordination between and among executive divisions.
- Confer with the GM/CEO on policy matters and participate in the GM/CEO's deliberations and decisions on issues; review the recommendations of the Executive Team and senior staff; and in selecting and implementing strategies and a course of action.
- Provide assistance and support to the GM/CEO in the direction and day-to-day management of the agencies.
- Together with the GM/CEO, lead and support the Executive Team and provide high-level management assistance.
- Act as General Manager in the General Manager's absence; assume full responsibility and authority for the agencies.
- Work with Executive Team to establish performance objectives, monitor, and evaluate performance objectives.
- Supervise staff. Hire, mentor, take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection, coordinate staff training and professional development. Establish performance objectives, monitor and evaluate employee performance.

**EXAMPLES OF DUTIES:**

- Keep the GM/CEO informed of the state of the agencies and brief heron potential, developing, and actual items or areas of serious difficulty.
- Recommend and implement measures to better define roles and responsibilities and increase accountability throughout the organization, including regular review of policies to reflect best practices.
- Serve as project manager for a variety of special projects as directed by the General Manager/CEO.
- Meet regularly with each member of the Executive Team to assist in planning, reviewing and evaluating divisional functions and projects.
- Review metrics that measure progress on agencies' goals and priorities and recommend changes as needed.

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- Participate in Agenda Review meetings prior to Board meetings to review/critique staff reports and all presentations and anticipate questions from the Board.
- Establish regular meetings to review the status of all capital projects, including financial measures.
- Evaluate job performance of designated 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.

**SUPERVISION:** Works under the general policy direction of the General Manager/CEO, who establishes goals and objectives and evaluates performance.

**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 business, finance, public policy, public administration, planning, engineering, or related field.
- Ten (10) years of experience in leading and managing a large, complex and highly integrated organization.

**PREFERRED QUALIFICATIONS:**

- Knowledge of and experience in transportation funding, public transportation operations and/or transportation capital program delivery is desirable.
- Demonstrated leadership skills in a multi-disciplinary environment and a self-managing leadership style.
- Advanced degree in a related discipline is desirable.

**HOW TO APPLY:**

SamTrans has engaged Krauthamer & Associates ("K&A"), a retained executive search firm, to assist with the recruitment of the Deputy GM/CEO. Interested parties should contact Gregg Moser, Principal at K&A, via email at [gmoser@kapartners.com](mailto:gmoser@kapartners.com) to obtain more information or to apply for the position with an attached resume.