

# JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/jobs>

Employment Hotline 650-508-6308

February 3, 2023

**TITLE:** Executive Officer, Planning and Development  
**EMPLOYMENT TYPE:** Exempt (Full Time)  
**DIVISION:** Planning and Development  
**PAY RANGE:** \$3,508.40 - \$5,262.59 weekly (\$182,437 - \$273,655 estimated annual)  
**APPLICATION DEADLINE:** **Sunday, March 5, 2023**  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Executive Officer, Planning and Development will report directly to the GM/CEO and will be responsible for all planning and development activities for the San Mateo County Transit District (District) primarily strategic, capital and operational planning for SamTrans, transportation policy analysis, and the oversight of real estate management and property development for the District, including the provision of staff services to Caltrain and the TA.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Responsible for strategic and transportation planning functions for SamTrans.
- Responsible for real estate acquisition, leasing, and relocation of utilities in support of SamTrans and TA's capital programs, as well as the provision of staff services to support Caltrain's real estate needs for its capital program.
- Responsible for the District's development and implementation of the District-wide Sustainability Program.
- Liaison with external agencies and interests to support planning direction.
- Develop and implement agency wide policy as a member of the executive team.
- Carry out the District's mission as outlined in the District's Strategic Plan.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

## **EXAMPLES OF DUTIES:**

- Oversee business planning activities, annual goals, and policy program evaluation activities.
- Oversee development and management of District's capital improvement program in support of the District's operations.
- Oversee transit-oriented development programs and projects, including the Grand Boulevard initiative.
- Oversee the development of action plans and special project assignments such as strategic action plans, long and short-range transit plans, long range service planning, technical action plans and policy "white papers".
- 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 one's self, 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 supervision of the General Manager/CEO who establishes goals and objectives and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Transportation Planning, Engineering, Economics, Business/Public Administration, or a related field.
- Eight (8) years of increasing responsibility and experience in planning, business/property development, or related activities.
- Four (4) years of management experience.

**PREFERRED QUALIFICATIONS:**

- Must be able to communicate effectively orally and in writing.
- Skill in consensus building, fostering informed debate and interaction, and effective decision-making.

**SELECTION PROCESS MAY INCLUDE:**

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

**BENEFITS:**

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/jobs>

Holidays : Seven paid holidays, plus up to four floating holidays per year

Paid Time Off : Up to 26 days (PTO) per year

Cafeteria Plans : Medical, dental, vision care, group life insurance and more

Transportation : Free Bus Transportation for employees and qualified dependents

Work Location : Select positions are eligible to work remote up to 50% of the time

Pension : Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

**HOW TO APPLY:**

- To apply, please visit the [www.samtrans.com/jobs](http://www.samtrans.com/jobs). Complete an online employment application by 11:59 pm on **Sunday, March 5, 2023**. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to [recruitment@samtrans.com](mailto:recruitment@samtrans.com).
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.