



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

April 22, 2022

TITLE:	Director, Strategy and Policy
EMPLOYMENT TYPE:	Exempt (Full-Time)
DIVISION:	Rail
APPLICATION DEADLINE:	Friday, May 13, 2022
PAY RANGE:	\$3,171.28 – \$4,756.94 per week (\$164,907 – \$247,361 estimated annual)
WORK LOCATION:	San Carlos, California
WORK SCHEDULE:	Hybrid Work Schedule

JOB SUMMARY: Caltrain is seeking a highly qualified Director, Strategy and Policy. The Director reports to the Executive Director and is responsible for facilitating and developing strategies and policies to achieve Rail Division goals of providing premier service to the railroad's customers while growing ridership, expanding the service, and enhancing its role in the San Francisco Bay Area region. Key areas of responsibility include leading and/or supporting: Organization Development; Regional engagement; Transportation and Governance Policy; Grants Strategy; System and Corridor-Wide Advocacy. The Director, Strategy and Policy will have senior level professional experience relevant to functioning at an executive management level.

In addition to working closely with Caltrain's Executive Director the Director, Strategy and Policy will have significant interface with internal executive staff, the Board of Directors and external key stakeholders.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Provide leadership in the areas of transportation strategy and policy supporting the realization of the Caltrain Service Vision.
- Collaborate with divisions and department to frame and resolve complex, interdisciplinary issues.
- Support organizational change and the ability to adapt to changing environments.
- Serve as a collaborative strategic business partner within Caltrain and with local, state and federal governments, other public agencies, and private entities.
- Represent Caltrain on internal and external committees.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection, coordinate staff training and professional development, objectives, monitor and evaluate employee performance.
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EXAMPLES OF DUTIES:

- Develop and manage the Rail Division's organizational development.
- Act as a key point of contact to the California High Speed Rail Authority and lead the development of a comprehensive framework for ongoing collaboration and engagement between the Authority and Caltrain.
- Establish performance metrics to assess policy and program progress and effectiveness. Initiate system and process improvements to continually improve the quality of the programs and services.
- Serve as the policy lead on regional governance initiatives, develop advocacy strategy for Caltrain and facilitate cross-agency collaboration.
- Oversee the develop of grants strategy to advance the 2040 Service Vision and associated high profile projects which will require multiple funding sources at the local, state, and federal levels.
- Work with the communications group to develop outreach and engagement strategies for significant corridor-wide policy/planning initiatives.

- 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.
- Performs other duties as assigned.

SUPERVISION: Works under the general supervision of the Executive Director, who establishes goals and objectives and evaluates performance.

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

- BA/BS in Public Administration, Political Science or a closely related field supporting the public sector.
- Seven (7) years of experience leading organizational development, strategy, and process improvements in the public sector.
- Three (3) years of management experience.
- Two (2) years of experience in governance, transportation policy at the local, state and federal levels.

PREFERRED QUALIFICATIONS:

- A valid driver's license with a safe driving record is required.
- Proficiency in Microsoft Office applications.
- Experience with developing grant strategies that achieve successful funding outcomes.
- Excellent leadership skills in driving change and building consensus.
- Excellent managerial skills and the ability to evaluate the work of others.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.

BENEFITS:

For further benefit details please go to: https://www.smctd.com/SMCTD_Employment.html#benefits

Holidays: Seven paid holidays, plus up to five floating holidays per year
 Paid Time Off: 26 days per year
 Health and Benefit Plans: Medical, dental, vision care, group life insurance, and more
 Transportation: Free bus transportation for employees and qualified dependents
 Retirement: Social Security and Public Employees Retirement Systems (CalPERS)

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

HOW TO APPLY: For any questions or to submit a resume, please contact Gregg A. Moser at gmoser@kapartners.com.