

ITEM 5

DRAFT

9186 General Manager, Public Transportation Dept.

Working title: Director of Transportation, City and County of San Francisco

Appointment to this position will be made on a permanent exempt basis.

Salary: Negotiable

Filing Deadline: Open Until Filled. May close at any time. Interested applicants are encouraged to apply immediately.

About The San Francisco Municipal Transportation Agency (SFMTA)

The San Francisco Municipal Transportation Agency (SFMTA) is committed to creating a world-class fully integrated, multi-modal transportation system that is economically, environmentally and socially sustainable. In order to achieve the Agency's goals in support of its vision, successful candidates will be required to continuously practice and demonstrate the Agency's work values (respect, inclusivity, and integrity) while advancing the SFMTA's strategic goals.

The SFMTA is governed by a Board of Directors who are appointed by the Mayor and confirmed by the San Francisco Board of Supervisors. The SFMTA Board provides policy oversight, including budgetary approval, and changes of fares, fees, and fines, ensuring representation of the public interest.

The agency uniquely is responsible for three main transportation functions in San Francisco that elsewhere are housed in different agencies, often in different government jurisdictions.

- **Transit Agency:** The SFMTA plans, builds, operates, maintains, and sets policy for Muni, the nation's eighth largest transit system, in terms of ridership. Muni is the oldest major public transportation system in the country, its fleet the greenest, and its modes the most diverse (ranging from historic streetcars and cable cars to modern hybrid and trolley buses and light rail vehicles).
- **Transportation Department:** The SFMTA is responsible for transportation planning and engineering, parking and traffic management, bike and pedestrian safety, and maintenance of traffic control elements in the streets of San Francisco.
- **Mobility Regulator:** The SFMTA regulates San Francisco's taxi industry, as well as numerous forms of emerging mobility, such as private transit, on-street car share, and shared bikes, mopeds, and scooters.

Position Description

Under broad policy direction from the SFMTA Board of Directors, the Director of Transportation plans, organizes and directs all functions and activities of the SFMTA; directs the enforcement of all applicable laws, ordinances and regulations; oversees budget preparation for all departmental divisions and recommends departmental budget for approval of the Board; establishes and maintains community relations and professional interest in departmental matters; represents the SFMTA before meetings of legislative bodies, administrative officials, public agencies and private groups; prepares and presents reports to the Board on activities, problems and needs of the Agency; and performs related duties as required.

Responsibilities of the Position

- Manages and coordinates the development and implementation of agency goals, objectives, policies and priorities; determines the allocation of resources and service levels.
- Plans, organizes, directs, controls and reviews the operation of all agency functions and activities; coordinates agency programs and priorities; consults with deputy directors and others regarding specific activities and operations of their

divisions; confers with staff members on policy and procedural matters pertaining to their responsibilities.

- Manages and oversees the development and implementation of the Agency's budget; makes presentations to the SFMTA Board, Mayor and Board of Supervisors on budget matters; directs the monitoring of budget expenditures and revenues; directs the implementation of adjustments as necessary.
- Monitors and evaluates the efficiency and effectiveness of the departmental organization structure, staffing patterns, service levels and administrative systems; identifies and analyzes opportunities for improvements; implements improvements.
- Makes recommendations to the SFMTA Board on matters affecting policy management and operations; attends meetings of the SFMTA Board and its committees.
- Communicates with the Mayor and Mayor's staff in regard to the Agency's activities and coordination of efforts with other City departments in addressing the needs of the City; represents the SFMTA before meetings of legislative bodies to address issues pertinent to the Agency.
- Confers and negotiates with various City departments, administrative officials of local, regional, state, and federal agencies and other stakeholder groups on policy, fiscal, and operational matters affecting the SFMTA; renders consultation and advice to boards, committees, and representatives of local, state and federal agencies; interacts with groups concerned with community issues; assesses and responds to community needs; represents the SFMTA before community groups, labor organizations, technical industry organizations, and the media.
- Reviews and approves staff recommendations on proposals for construction, design and planning improvements; confers with consultants, architects and others; prepares or supervises the preparation of important technical and complex

correspondence relative to transit system activities and operations; or delegates such functions to subordinate administrative personnel.

- Performs related duties as required.

Desirable Qualifications

The ideal candidate will have a bachelor's degree from an accredited college or university; an advanced degree is desired. The ideal candidate will also be a well-rounded leader, with substantial successful leadership experience in a senior level position within a complex organizational environment. Experience with running a governmental department is highly preferred, as is experience reporting to and working with a Board of Directors.

Desired Knowledge and Abilities

Knowledge of:

- Operation and methods of managing a large municipal transit system;
- Principles and practices of public administration and financial management;
- Organizational development and management principles and practices;
- Principles and practices of labor relations;
- Applicable federal, state, and local rules and regulations pertaining to activities and functions of the SFMTA;
- Social, political and environmental issues influencing programs under the jurisdiction of the SFMTA; and
- Modern management theory, especially change leadership.

Ability to:

- Coordinate and direct the work of subordinate managers engaged in diverse activities;

- Perform and oversee complex and difficult negotiations in connection with all SFMTA operations;
- Establish and maintain effective working relationships with officials, SFMTA staff, Board members, other departments, civic organizations, agencies and the public;
- Exercise administrative ingenuity and integrity, independent analysis, adaptability and judgment on highly specialized proposals and negotiations, with difficult, complicated choices of action;
- Make recommendations to the SFMTA Board of Directors, Mayor, Board of Supervisors, other city boards and commissions and the public;
- Provide guidance to managers in critical situations; and
- Continuously practice and demonstrate the Agency's work values (respect, inclusivity, and integrity) while advancing the SFMTA's goal towards becoming an innovative, world-class transportation provider.