



TJPA

TRANSBAY JOINT POWERS AUTHORITY

**Executive
Director**





UNIQUE OPPORTUNITY

This exceptional leadership role opportunity will deliver a visionary transportation program, transforming downtown San Francisco, and creating a world class transportation hub in the heart of a burgeoning neighborhood.

ABOUT THE TRANSBAY JOINT POWERS AUTHORITY (TJPA)

The TJPA is a historic collaboration between San Francisco Bay Area government and transportation agencies delivering the Transbay Program, a visionary transportation and housing project that has transformed downtown San Francisco and the Bay Area's regional transportation system by creating a world class transportation hub in the heart of a burgeoning neighborhood. The TJPA's eight-member Board of Directors is composed of representatives of the City and County of San Francisco, the Alameda-Contra Costa Transit District (AC Transit), the Peninsula Corridor Joint Powers Board (Caltrain), the California High-Speed Rail Authority, and California Department of Transportation (Caltrans).

The TJPA oversees the financing, design, development, and construction of the visionary, multimodal Transit Center (also known as "Grand Central Station of the West") and manages its daily operation. The state-of-the-art Center enhances mobility for a growing city and region by ultimately connecting 11 transportation services, including Caltrain and California High-Speed Rail. The LEED-certified Center features a 5.4-acre rooftop park with 13 botanical gardens, programmed public space, more than 100,000 square feet of shopping and dining, pop-up retail, and world-class public art. TJPA is actively working to complete the Transbay Program by delivering the Downtown Rail Extension Project, which will extend Caltrain rail service into downtown San Francisco and connect California High Speed Rail's statewide rail system to its northern terminus at the Salesforce Transit Center.

Funding for the Transbay Program comes from a variety of sources including the U.S. Department of Transportation, the State of California, the Metropolitan Transportation Commission, the San Francisco County Transportation Authority, the City and County of San Francisco, the San Mateo County Transportation Authority, and AC Transit. A Naming Rights Agreement with Salesforce.com provides partial funding for operation of the Center.



TRANSBAY PROGRAM

The Transbay Program is a major infrastructure investment that replaced the former Transbay Terminal at First and Mission streets in San Francisco with a visionary multimodal transit center (the Salesforce Transit Center, that will connect eight Bay Area counties and the State of California through eleven transportation services, including Caltrain and California High-Speed Rail.

The Transbay Program is being constructed in two phases. Phase 1, which has been delivered, includes the multimodal Salesforce Transit Center; the core and shell of the two below-grade levels of the train station; a new bus ramp; and a bus storage facility. The transit center is now open to the public, and bus services is operational. TJPA has retained an Asset Manager to program public spaces, including the park; lease and manage commercial spaces; and oversee operation and maintenance of the facility.

TJPA is actively working to deliver Phase 2, the design and construction of the Downtown Rail Extension project (DTX), which will extend Caltrain rail service into downtown San Francisco and connect California High-Speed Rail's statewide rail system to its northern terminus at the transit center. This project has

received federal and state environmental clearance and is currently in the preliminary engineering phases. In 2020, TJPA and stakeholder agencies entered the San Francisco Peninsula Rail Program Memorandum of Understanding to implement a new organizational structure that supports the efforts of TJPA in the development of the DTX to a ready-for-procurement status and to make direct recommendations to the TJPA Board on certain matters related to the DTX.

To learn more, visit TJPA's website at <https://www.tjpa.org/project/program-overview>

GOALS

- » Transparency
- » Fiduciary Responsibility
- » Quality Control
- » Return on Investment
- » Collaboration

To read more about the TJPA, please visit: <https://www.tjpa.org/tjpa/about-the-tjpa>



Vision

A transportation gateway that inspires civic pride and progress through world-class architecture, superb functionality and timeless appeal.

Mission

To design, build, operate and maintain an intermodal terminal and rail extension and to collaborate with the successor to San Francisco Redevelopment Agency and City departments to create an adjacent new transit-oriented neighborhood.





EXECUTIVE DIRECTOR

Under the direction and supervision of the TIPA Board, the Executive Director effectively and responsibly supervises, directs, and administers the business of TIPA. Subject to the TIPA By-laws, resolutions, regulations, policies and procedures, and in accordance with applicable law, the Executive Director:

1. Organizes and supervises the TIPA administrative, professional and technical staff in a manner which, in the Executive Director's best judgment, best serves TIPA;
2. Hires, terminates, assigns, selects, and reassigns personnel;
3. Selects, supervises, and manages contractors and contracts of TIPA, subject to applicable TIPA rules and policies;
4. Develops and recommends, and upon TIPA Board approval, implements the policies, goals, and objectives of TIPA;
5. Develops and implements the capital, maintenance, and operational programs and projects of TIPA;
6. Administers the budget of TIPA as approved by the TIPA Board and the Chief Financial Officer.

Education, Experience, & Training

- » Bachelor's degree in transportation planning, urban or regional planning, engineering, public administration, or business administration; master's degree in one of these disciplines is preferred.
- » Minimum of ten years' of progressively responsible management experience, including a minimum of four years at the executive level, preferably in local government or other organizational structure of similar or relative size, scope and complexity.
- » Equivalent combination of education and work experience may be considered. The Board of Directors reserves the right to select any combination of education, experience, licensing, and certification that best serves the needs of TIPA.

IDEAL CANDIDATE

The ideal candidate is a decisive leader and manager of people who inspires teamwork and values the contributions of staff, management, and stakeholders alike. This person has a track record of 'getting things done' under sometimes challenging circumstances in a collaborative and professional manner. They will establish and maintain close working relationships with a significant list of stakeholders, which require exceptional communication skills and political astuteness. A demonstrated change agent who builds consensus along the way and enjoys the challenge of building a cohesive vision out of strong diverse opinions will find this position both challenging and rewarding.

In addition, the successful Executive Director will exhibit the following attributes and/or characteristics:

- » Brings immediate credibility and the ability to inspire confidence and quickly establish mutual respect and trust with the Board, staff and stakeholders.
- » A strategic thinker who understands the political nuances of provocative issues and possesses the emotional intelligence to know when to foster consensus or recommend options for a change of course.
- » A strong mentor and leader who values the input and expertise of staff, supports professional development and fosters an internal culture of open communication, trust and accountability.
- » Embraces diversity, equity and inclusion.
- » Understands the importance of community outreach, transparency and communication.
- » A visionary who exercises initiative and creativity coupled with sound judgement in addressing challenging issues and recommending well-researched solutions.
- » An open, honest communicator who embraces the need for collaboration to achieve long-term results.
- » Significant financial acumen regarding the diversity of transportation funding.
- » A public servant leader committed to sustainability.

COMPENSATION

The salary range for this role is competitive and negotiable dependent on experience and qualifications. Salary is complemented by an attractive benefit package that includes:

- » Retirement
- » Deferred Compensation
- » Retiree Health (OPEB)
- » Health
- » Pre-tax savings accounts
- » Employee Assistance Program (EAP)
- » Transit allowance
- » Cell phone allowance
- » 10 holidays
- » 12 days per year of sick leave
- » Up to 5 days per year of administrative leave
- » Dental, Vision, Basic Life, Accidental Death & Dismemberment, Short- and Long-Term Disability

SELECTION PROCESS

Résumés and cover letters will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the recruiter, following which, the most qualified candidates will be referred for initial interviews with TIPA (anticipated in **late June to early July 2021**). Finalist candidates will then be invited to interview with the full TIPA Board in July 2021. An appointment to the position is expected to be made by the TIPA Board following comprehensive reference and background checks to be coordinated with the successful candidate (anticipated **Thursday, August 12**).

APPLICATION AND SELECTION PROCEDURE

To be considered for this exceptional career opportunity, submit your application that includes résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues, who will not be contacted without the permission of the candidate) by **Monday, June 28, 2021**. Résumé should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/1791>



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