



**Join the team that's transforming
LA and the nation.**

**Los Angeles County Metropolitan Transportation Authority
Chief of Staff**

Metro is seeking a Chief of Staff to assist in executing Metro's mission to provide a world-class transportation system that enhances quality of life for all who live, work and play within LA County. This is an opportunity to join one of the nation's largest and most innovative transportation systems.

Join us.



Overview of Agency

Metro plans, administers, designs, constructs and operates LA County's transit and rail transportation system. Additionally, we are one of the nation's largest funders of multi-modal transportation and goods movement projects. Metro is truly unique among our national transportation constituents, with broad responsibilities in the areas of planning, programming, design, operations and construction.

Mission, Vision & Key Goals

Mission:

Metro's mission is to provide a world-class transportation system that enhances quality of life for all who live, work and play within LA County.

Vision:

Metro's vision is composed of three elements:

- > Increased prosperity for all by removing mobility barriers
- > Swift and easy mobility throughout LA County, anytime
- > Accommodating more trips through a variety of high-quality mobility options

Core Business Goals:

- > Provide high-quality mobility options that enable people to spend less time traveling
- > Deliver outstanding trip experiences for all users of the transportation system
- > Enhance communities and lives through mobility and access to opportunity
- > Transform LA County through regional collaboration and national leadership
- > Provide responsive, accountable and trustworthy governance within the Metro organization

A singular agency for a place like no other.

Metro is truly unique among its national transportation constituents with broad responsibilities in the areas of planning, programming, design, operations and construction. More than 10 million people, nearly one-third of California's residents live, work and play within its 1,433-square-mile service area. In addition to operating its own services, Metro administers and distributes funds for all LA County transit providers, as well as funds a wide variety of transportation projects, including highways, commuter rail, transit, arterial streets, bikeways, pedestrian connections and demand-reduction strategies.

Current Challenges

Resulting from a 2016 ballot measure, the organization has an ambitious agenda to execute. The complexities of the organization include potentially expediting projects in preparation for the 2028 Olympic and Paralympic Games. It is essential to ensure a skilled workforce, an effective contracting function, and the safety and security of our system and those who travel with us. In addition, the services provided through our internal auditing function, protect the integrity of our business practices. The overriding goal of the agency is to reduce traffic congestion throughout LA County.



Leadership Competencies and Behaviors

In addition to joining a world-class team, the potential candidate must be committed to and demonstrate the following Leadership Competencies and Behaviors below:

Leading Change

Ability to bring about strategic change, both within and outside of the agency, to meet agency goals.

1. Act as a Champion for Change & Strive for Innovation
2. Set a Strategic Vision

Results Driven

Ability to meet organizational goals and customer expectations.

3. Act Decisively
4. Manage Resources

Leading People

Ability to lead people towards meeting the agency's vision, mission and goals. Ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

5. Build Effective Teams
6. Commit to Performance Management as a Daily Practice
7. Manage Diversity and Work Well with Diverse Populations
8. Inspire and Motivate Others

Leading Self

Enhancing personal effectiveness.

9. Act with Empathy or Compassion
10. Act with Integrity

Ideal Candidate Summary

The ideal candidate will bring a broad level of knowledge and experience within the public transportation industry and/or within the provision of public services in a large agency. This individual will be required to develop and maintain positive working relationships with agency employees and with our community stakeholders. The ideal candidate will be proficient in oral and written communications. It is essential that the successful candidate is a strong problem solver, has the ability to address multiple and sometimes changing priorities, while operating with a high level of ethics and integrity that reflects Metro's values.



Position Description Overview

The Chief of Staff provides direct assistance to the Chief Executive Officer on comprehensive planning and administration of Metro's programs and activities. The selected incumbent will also assist with convening diverse stakeholders to accomplish agency goals and objectives within general policy guidelines.

The Chief of Staff...

- > Oversees and coordinates the preparation for Board of Directors and Board Committee meetings and works with all departments and agencies in the preparation of reports, presentations and other materials going to the Board
- > Assists the Chief Executive Officer (CEO) in formulating policy recommendations for the Board of Directors, attends Board and Committee meetings
- > Drives collaboration amongst key senior management and collects relevant data and resources to obtain insight and perspectives related to critical decisions
- > Stays abreast of a variety of public and non-public issues concerning the agency and provides background information to the Board
- > Monitors the implementation of major projects critical to the CEO's executive strategy for organizational effectiveness and improvement
- > Serves as liaison between the agency and other external agencies, building consensus to accomplish agency goals; prepares and revises requests for information on behalf of the agency for various governmental offices and oversight agencies
- > Develops and presents written and oral reports, and analyses on a wide variety of highly complex transportation service issues
- > Provides policy direction, establishment of goals, major priorities, and advising in the development of strategies and the resolution of major problems

Position Qualifications

Potential candidates interested in the Chief of Staff position must meet the following requirements:

- > Bachelor's degree in Business, Public Administration, other related field or equivalent experience. A Master's degree in Business, Public Administration, or other related field desirable.
- > Five (5) years of executive management-level experience in public transportation operations.

Salary

The salary range for the Chief of Staff is HCC (\$176,009.60 - \$220,001.60 - \$264,014.40). Salary placement will be determined by education and experience.

Benefits

Financial Security

- > 401k Thrift Savings Plans
- > 457 Deferred Compensation Plans
 - metro.net/401k-457plans
 - metro.net/401k-457comparison
- > CalPERS Pension Plan
 - metro.net/calpersbooklet
 - metro.net/calpersclassifications

Group Benefit Plans

- > Medical/Dental/Vision/Life Insurance
 - metro.net/benefitsummaryguide
- > Health Care Spending Account
- > Dependent Care Spending Account

Time-Off

- > Time-off with Pay
- > 10 Paid Holidays
- > Maternity & Family Leave

Employee Perks

- > On-site Fitness Center & Classes
- > Wellness Fairs
- > Agency-wide Fitness Challenges/Events
- > Transportation Pass
- > Transportation Subsidy
- > Child Care Center
- > Employee Assistance Plan
- > Credit Union
- > Recreational Activities & Discounts

Application Process

To be considered for this exciting career opportunity, submit your resume and cover letter. Resume should reflect years and months of employment along with relevant work experience. The closing date for this position is **Friday, February 8, 2019**.

Forward your material to blancosanchezs@metro.net.

Resumes will be evaluated based on the criteria outlined in this brochure. Those candidates who demonstrate the most relevant experience will be invited to participate in a panel interview.

A final interview process may be scheduled to further evaluate selected candidates. Reference and background checks will be conducted for the successful candidate.

For more information about Metro, please visit metro.net.

For additional information about this position, please contact:

Sandra Blanco-Sanchez
Director of Human Resources
213.418.3102
blancosanchezs@metro.net

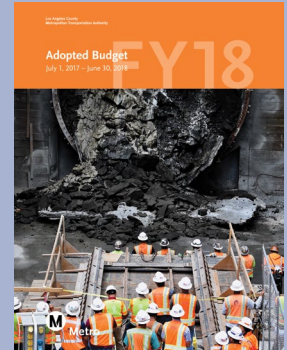


More About Metro

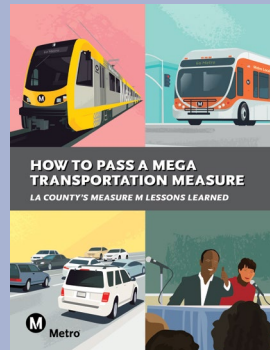
Click on the thumbnails below to learn more about Metro's current initiatives and projects.



Vision 2028
Strategic Plan



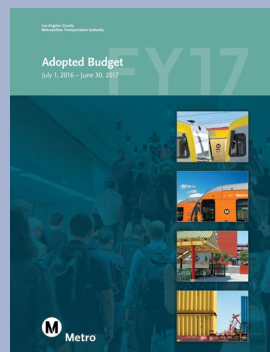
Adopted Budget 2018



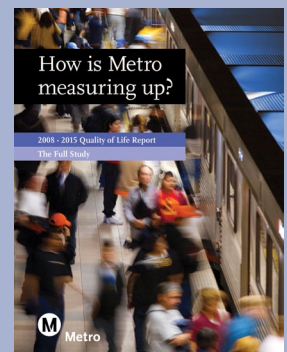
Measure M



Report to the
Communities 2017



Adopted Budget 2017



Quality of Life Report