



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Principal, Transportation & Land Use Development (TLD)

Salary: \$52.27 - \$68.25 Hourly
\$108,720.00 – \$141,961.00 Annually

Classification: Principal - Executive Administrative (exempt position)

Reports to: Section Director, Planning (PLN)

Supervises: Approximately Six to Eight

Incumbent: OPEN

Under the general direction of the Planning Section Director this position manages the Agency's work program, planning, analysis and interagency coordination required to support the implementation of the Bay Area's Sustainable Communities Strategy (SCS) and Regional Transportation Plan (RTP) and is the lead staff for MTC's planning activities related to priority development areas, priority conservation areas, social equity, housing and economic development planning.

Principals are expected to successfully execute responsibilities and duties by managing reporting staff, consultants and other resources available to the agency. New and different program, project, or functional assignments may be assigned to Principals in an effort to keep up with the agency's changing policy requirements. The Principal position requires an individual with creativity and vision who can successfully direct daily operations and introduce improved processes and procedures in support of the Section's business goals and objectives. Principal level employees participate as members of the agency's management team, and are responsible for initiating, implementing and carrying to completion projects, services, programs, and operations.

Individuals at the Principal level are expected to have the:

- Ability to build consensus among diverse stakeholders.
- Ability to manage complex budgeting and expense monitoring,
- Ability to execute complicated procurements and vendor selection processes, and manage vendor and consultant relationships.
- Be a transformational leader with strong analytical, problem-solving, organizational and interpersonal skills; supervise reporting staff; monitor, evaluate, direct and train staff.

- Communicate well and clearly, both orally and in writing, distilling complex concepts into compelling, relevant and understandable presentations.
- Ability to make decisions that produce high-quality results by applying skills and knowledge, and calculating risks.
- Meet organizational goals and performance expectations. Have ability to set objectives and goals; scope out length and difficulty of projects; break down work into the process steps; develop schedules and task/people assignments; anticipate and adjust for problems and roadblocks; measure performance against goals and evaluates results.
- Build effective relationships, make timely decisions, work with ambiguity, understand technology requirements, understand best practice organizational business operations, get results and achieve goals.
- Apply a combination of broad managerial skills and technical knowledge to all job aspects.
- Prioritize, and control projects and the project portfolio that relate to the selection, acquisition, development, and implementation of programs.
- Provide strong experience working directly with executives, senior managers, staff and outside business partners, consultants, and contractors.
- Work safely and follow regulatory and MTC policy and processes; represent Agency business decisions and actions accurately.

Essential Duties and Responsibilities for this position include:

Coordinating the development and implementation of policies, plans and programs required to carry out the Commission's direction on the integration of the long range regional transportation and land use with regional strategies related to affordable housing, priority development areas, priority conservation areas, economic development strategies, complete streets and other policies as directed by the Commission. The position is responsible for coordinating with federal and state agencies to comply with their respective planning requirements and with regional, county and local jurisdictions to implement the Commission's adopted plans and policies. The position serves as the lead staff responsible for analytical support to the Joint Policy Committee (JPC) for regional economic development and prosperity strategies pursued by the JPC.

Strategic Management:

- Develop goals, milestones and strategic recommendations for review and approval by the Executive Office and the Commission.
- In partnership with federal, state, regional and local jurisdictions, conduct technical analyses and coordinate development of interagency strategies related to the implementation of the SCS/RTP, with particular emphasis on equity, economic development and prosperity, housing, priority development areas and priority conservation areas.
- Coordinate and present technical information and Commission policies to MTC's advisory committees, stakeholders, elected officials, and the general public to gather advice and input to the Commission's deliberations.

- In cooperation with other agency Principal staff members and Section Directors, coordinate Planning Section staff assignments to ensure effective use of available resources and develop and prioritize work tasks accordingly.
- Coordinate with Section Directors, Principals and senior staff to achieve cohesive and comprehensive development of Policy recommendations. Ensure the integration of assigned responsibilities with related responsibilities both within and outside of the Planning Section.
- Oversee delivery of major work products.

Program Management:

- Assume lead staff responsibility for the implementation of the Sustainable Communities Strategy and Regional Transportation Plan related to land use, housing, economic development, social equity, priority development growth strategies, land conservation and complete streets.
- Assume lead staff responsibility for the integration of MTC' work plan in these subject areas with the plans adopted by the Association of Bay Area Governments (ABAG), Bay Area Air Quality Management District (BAAQMD/Air District), and Bay Conservation and Development Commission (BCDC).
- Assume lead responsibility for the integration of technical analyses related to the Bay Area's equity, economic health, public health, etc., and coordination of these analyses with related activities conducted by other agency staff.
- Provide substantial input to the adoption of the agency's annual Overall Work Program (OWP) and budget to set priorities within available resources.
- Identify and pursue grant opportunities, as appropriate, to support assigned tasks.

Staff Oversight

- Monitor overall work assignments and work flow. Ensure that staff assignments are resourced correctly to deliver projects and ensure operational success. Identify shortfalls/gaps in resources and recommend solutions.
- Provide lead direction and work assignment to assigned staff; instruct staff in work procedures, and review and evaluate work performed;
- Participate in the selection, orientation, training and evaluation programs for assigned personnel; provide or coordinate staff training, provide positive motivation for employee performance, identify and resolve staff deficiencies; review the work of staff to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Provide direction and guidance to Seniors and their teams. Serve as point of escalation for problem-solving, conflict resolution. Ensure Section Director is updated and informed of program operations and projects.
- Ongoing services as needed. Support other duties, as appropriate.

Skills and Abilities:Knowledge of:

- Federal metropolitan planning process, state requirements for housing, economic development, and equity, and the Sustainable Communities Strategy planning requirements.
- Federal, state and local policies related to affordable housing, land conservation, economic development.
- Relationship and organizational distinctions among federal, state, regional and local jurisdictions and non-governmental organizations at work in the Bay Area on assigned subject matter.
- Relationship between the assigned subject matter and the planning process with the Joint Policy Committee agencies (ABAG, BAAQMD, and BCDC).

Ability to:

- Oversee the principles and practices of research and analytical methods, modeling, and planning ensuring plans and programs include and reflect regional needs.
- Listen and exhibit interpersonal skills, and considerable tact and discretion in representing MTC to varied audiences and special interest groups.
- Develop program and action recommendations, and assist in making decisions of considerable regional impact.
- Investigate, analyze and interpret complex transportation-related legislation and programs for general audiences; analyze, interpret and evaluate staff reports, new laws, regulations and codes; adjust standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.
- Represent MTC in a variety of community hearings, meetings and/or events.
- Maintain confidentiality.

Minimum Qualifications:

Education: Completion of a Master's degree in a relevant major from an accredited college or university. (*Applicants with a degree issued from an institution outside the United States must have their transcripts evaluated by an academic accrediting service and provide proof of equivalency along with the application.*) Alternately, a Bachelor's degree with an equivalent combination of education and experience is acceptable.

Experience: A successful career requiring excellent project and team management skills with a minimum of five (5) years of increasingly responsible experience effectively leading and managing a planning team with an aptitude to providing a local and regional perspective. Experience should also include three (3) years supervising, mentoring, and coaching professional and support staff.

All employees at MTC are classified as Disaster Services Workers.