



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Principal, Financial and Performance Analysis & Assessment (FAA)

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

Classification: Principal - Executive Administrative (exempt position)

Reports to: Section Director, Programming & Allocations (P&A)

Supervises: Five Direct Reports

Incumbent: OPEN

Under the general direction of the Programming & Allocations Director, this position oversees all aspects of financial analysis, performance monitoring and needs assessment within the Programming and Allocations Section, and is responsible for managing a team that prepares both short and long-range revenue (federal, state and local) and needs forecasts in support of activities such as MTC's annual Fund Estimate, Short Range Transit Plans, and the region's long-range Regional Transportation Plan (RTP) and Sustainable Communities Strategy (SCS). The position oversees performance monitoring, including tasks related to the recently approved Transit Sustainability Project. The development and maintenance of an inventory of transportation assets for the region's street and road network, transit systems, and state highways, as well as other infrastructure needs in support of the SCS in coordination with outside agencies and other MTC staff.

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:

This position is responsible for preparing MTC's financial analyses and needs assessments for both short- and long-term forecasts and maintaining an inventory of the region's transportation assets as input to setting regional priorities for federal, state and local funding sources under the purview of the Commission. The position is responsible for coordinating with federal and state agencies to comply with their respective requirements related to financial capacity analyses and with regional and local transportation agencies to develop needs assessments and financial forecasts. The position also coordinates and oversees performance monitoring functions related to the allocation of transit funding.

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 financial analyses and coordinate financial forecasts.
- Coordinate and present technical information and Commission policies related to transportation financial needs analyses 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 Programming and Allocations Section staff assignments to ensure effective use of available resources and develop and prioritize work tasks accordingly.
- Ensure the integration of assigned responsibilities with related responsibilities both within and outside of the Programming and Allocations Section.
- Oversee delivery of major work products.
- Coordinate with Section Directors, Principals and senior staff to achieve cohesive and comprehensive development of recommendations for review by Executive Office and Commission.

Program Management:

- Assume lead staff responsibility for the integration and adoption of the Sustainable Communities Strategy and Regional Transportation Plan and related environmental analyses in compliance with state and federal planning requirements.
- Assume lead staff responsibility for the integration of the SCS and RTP 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 environmental quality, equity and economic health, 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.
- Support other duties, as appropriate.

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. 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 and support other duties, as appropriate.

Skills and Abilities:

Knowledge of:

- Federal metropolitan planning process, state and federal requirements for financial capacity assessments and forecasting.
- Financial relationship and organizational distinctions among federal, state, regional and local jurisdictions.
- Performance measures and performance monitoring processes.
- Asset management principles and best practices.

Ability to:

- Oversee and perform complex data analysis.
- Translate financial information and the results of complex data analysis into user-friendly recommendations for policy-makers.
- Recommend and implement policies consistent with Commission policy and federal, state, and local regulations and statutes.
- Promote and maintain strong staff working groups.

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 in the state or metropolitan planning process, conducting financial analyses, performance monitoring and needs assessments.* 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.