



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

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**Principal, Policy & Programming Implementation (PPI)**

**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:** Three Direct Reports

**Incumbent:** OPEN

This position will work closely with the Programming & Allocation Section Director and in coordination with the Planning Section to oversee and provide strategic financial direction for several key policy areas within the Programming and Allocations Section, including transit sustainability, land use/housing and transportation connections, environmental justice, and transportation for seniors and persons with disabilities. The principal will be responsible for a team that synthesizes information and develops funding strategies and implementation plans. The principal will also be responsible for policy and program development for federal, state and regional transportation funding programs and funding programs sponsored by other federal and state agencies (e.g., HUD, EPA, etc.) in support of the Commission's policy initiatives. The principal will oversee a team responsible for tracking policy and implementation issues for the transportation funding programs adopted by the Commission and the Transit Sustainability Project implementation.

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 assessment of funding policies and plans required to carry out the Commission's direction per the adopted Regional Transportation Plan (RTP) and Sustainable Communities Strategy (SCS). The position is responsible for coordinating with federal, state, and local agencies that provide funding for the Bay Area transportation system to develop effective and efficient funding mechanisms to implement the Commission's priorities. The position serves as the lead staff responsible for developing fund policy and programming recommendations for consideration by Executive Office and the Commission.

**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 funding strategies related to the implementation of the SCS/RTP, with particular emphasis on transit sustainability, environmental justice, the integration of land use and transportation investment, and transportation for seniors and persons with disabilities.

- Coordinate and present technical information and Commission policies to MTC's advisory committees, the Bay Area Partnership, stakeholders, elected officials, and the general public to gather advice and input to the Commission's deliberations.
- Ensure an accountable process for programming federal, state and regional transportation funds; work closely with transit agencies, the CMAs, ABAG, and the Bay Area Air Quality Management District (BAAQMD) to ensure effective coordination of funding strategies among regional agencies.
- In cooperation with other agency Principal staff members and Section Directors, coordinate Programming and Allocation 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 Programming and Allocations Section.
- Oversee delivery of major work products.

Program Management:

- Assume lead staff responsibility for translating policy recommendations into implementation plans for key strategic financial decisions, including overseeing short-term planning and policy evaluations to support these efforts.
- Assume lead staff responsibility for developing funding programs to support MTC policy decisions related to transportation services for low income and minority populations, seniors and persons with disabilities, and land use/transportation integration.
- Assume lead staff responsibility for developing policies and funding programs that support transit capital replacement and expansion, including how these initiatives support the recommendations of the Transit Sustainability Project.
- Assume lead staff responsibility for the coordination of MTC's funding policies and fund programming analyses with those of other key funding agencies in the Bay Area (e.g., federal, state, transit agencies, CMAs, etc.)
- Provide substantial input to the adoption of the agency's annual Overall Work Program (OWP) and budget to set priorities within available resources.
- Identify 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. 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:

- Land use, equity, and transit capital needs and emerging issues in the Bay Area.
- The federal, state, and local transportation funding programs.
- The relationship and organizational distinctions among federal, state, regional and local jurisdictions that fund the Bay Area's transportation network.

Ability to:

- Conduct public policy analysis and make recommendations that consider tradeoffs among viable alternatives.
- Translate the results of complex data analysis into user-friendly recommendations for policy-makers.
- Develop policy for and oversee the implementation of various funding programs, 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 team with an aptitude to providing a local and regional perspective. Experience in the development of public policy and funding strategies, and the metropolitan planning process. 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.*