

JOB TITLE: Deputy Chief Executive Officer
DEPARTMENT: Planning and Development
REPORT TO: Chief Executive Officer
SALARY GRADE: 111
SALARY RANGE: DOQ Commensurate with experience (\$173,000.00 - \$216,250.00 annually)

LAST REVISION DATE: 07/2021
EEO: Executive
FLSA: Exempt, Full-time

STAFF: Director of Government Affairs & Communications, Senior Director of Rail Operations, Director of Capital Development, Planning & Data Analytics Manager, 2nd Tier: Senior Manager of Rail Operations, Senior Manager of Marketing & Communications, Community Relations Manager 3rd Tier: Communications Specialist, Marketing Coordinator, Project Controls Coordinator

PURPOSE OF JOB

The Deputy CEO works closely with the CEO in the development of the Agency's strategy, helps to create and maintain a positive culture and work environment and serves as a primary liaison with agency board of directors, key elected officials, municipal leaders, federal and state agencies and industry organizations. The Deputy CEO oversees Commuter Rail Operations, Planning and Capital Development, Legislative Affairs, as well as Marketing & Communications and Community Outreach. The incumbent works the DCTA Management Team to develop long-range plans system-wide service delivery solutions while fostering partnerships. The incumbent performs under the supervision of the CEO and serves as primary agency backup in CEO's absence as a senior level member of the Executive Management Team.

ESSENTIAL FUNCTIONS

- As a member of the Executive Team, work with the CEO and Board to develop agency strategy, goals, and objectives and work with the staff to accomplish the annual workplan
- Along with the CEO, serves as a primary Agency's liaison with DCTA board of directors, key elected officials and represents the agency with federal, state, local leaders, and national and regional associations
- Develop and oversee DCTA's long-range capital develop plan using sound transit decision making and regional system-wide planning
- As a key member of the Executive Team, contribute to and promote our servant leadership culture and encourage a supportive environment for professional development
- Primary contributor in identifying and securing federal and state funds for use on various transit initiatives
- Serves as a primary subject matter expert in capital development, design and engineering programs
- Provide executive level management oversight and strategic direction to all aspects of government relations, planning and development, marketing, and communications as well as community outreach
- Supervise staff including interviewing, hiring, assigning, and monitoring work, performance evaluation, discipline, training, and professional development
- Oversee and manage commuter rail operations and performance, maintain a safety culture and lead initiatives with the private sector, safety advocates and state, local and federal entities to facilitate the safe development and deployment of services and technology
- Oversees third-party contracts, management processes and contractor performance, negotiate contract rates, provide guidance to staff and assistance with contractor performance issues
- Lead agency's land use strategy, real estate acquisition, land lease agreements and joint development projects
- Lead planning and funding strategy development for strategic initiatives including new facilities, land acquisitions and commuter rail expansion, drainage improvement, passenger amenities
- Define strategies for integrating project planning decisions into NCTCOG's metropolitan planning processes which promote DCTA's objectives and serve as primary agency representative in regional transportation infrastructure planning discussions, coordination and decision-making with Federal Transit Administration (FTA), North central Texas Council of Governments (NCTCOG), Texas Department of Transportation (TXDOT), North Texas Tollway Authority (NTTA), and Denton County
- Define opportunities to expand DCTA's transportation services, work to create and or enhance the development of strategies that increase mobility , grow ridership and contribute to more livable communities,

transit-oriented development (TOD), sustainability and for member and non-member cities.

- Foster relationships with the private sector state, NCTCOG, FTA, Federal Railroad Administration (FRA) and the Department of Transportation (DOT)/Housing and Urban Development (HUD)/ Environmental Protection Agency (EPA) partnerships in support of Agency strategic priorities
- Oversee the development of advocacy efforts on a local, state, and federal level to include monitoring of funding programs and progress through government committees; confer with federal, state, and regional governmental officials and public and private sector groups to foster support for DCTA projects and programs and monitor and develop counter strategies to adverse proposed legislative agendas
- Oversee the development and execution of the strategic marketing plan to increase brand visibility, ridership and revenue through the creation of comprehensive marketing campaigns, internal and external marketing and communication efforts, digital platforms including both content and creative, passenger information and collateral, agency website and social media content, and brand standards; oversee crisis communications, media relations and the handling of sensitive policy issues and media briefings
- Oversee the development and implementation of the strategic public involvement plan to ensure adherence to the agency's Public Involvement Plan and Limited English Proficiency Program and Title VI requirements
- Maintain, support, and promote a safe work environment while complying with all of DCTA's safety rules, Review, authorize and audit agency purchase orders, expenditures, and review Agency check register for accuracy
- Performs related duties as assigned

REQUIREMENTS TO PERFORM WORK

• ***Knowledge of:***

- Federal Transit Administration (FTA), Federal Railroad Administration (FRA), Federal Highway Administration (FHWA), Texas Commission on Environmental Quality (TCEQ) and Environmental Protection Agency (EPA) compliance regulations, Buy America, National Environmental Protection Association (NEPA) Title VI, Uniform Relocation Act, National Environmental Policy Act (NEPA), DBE, Davis-Bacon, American Disabilities Act and Texas MUTCD
- Knowledge of State and Federal funding strategies including Congestion Mitigation and Air Quality (CMAQ), Rapid Transit to Resident Ratio (RTR), Job Access and Reverse Commute Program (JARC), Formula Funds, 5310, 5309
- Principles and practices of transportation planning, program development, contract negotiation, public administration, and project management
- Principles and practices of budget preparation and administration, financial planning, accounting principles
- Principles and practices of intermodal transit operations and planning
- Demonstrate familiarity with principles of design and construction and specifications development
- Engineering principles and practices used in railroad construction and operations and facilities construction
- Current and emerging planning and capital infrastructure trends applicable to the public transportation industry
- Supervision, organizational development, leadership, team building, motivation, and conflict resolution
- Microsoft Office suite, including Word, Excel, Outlook, PowerPoint

Ability to:

- Lead a dynamic team across all agency departments in an effective manner through servant leadership
- Provide technical coordination and management and implementation of projects
- Communicate clearly, concisely, and effectively, both orally and in writing, with all internal and external stakeholders, including the general public, elected officials and media
- Establish and maintain effective working relationships with those contacted in the course of work including DCTA and other government officials, municipal and regional agencies, regulatory authorities, community groups, the general public, and vendors
- Compile and interpret technical data and prepare reports, grants, proposals, and correspondence
- Identify and respond to agency, community and Board of Directors issues, concerns, and needs
- Interpret and apply Federal, State and local policies, procedures, laws and regulations

- Analyze problems, identify alternative solutions, project consequences or proposed actions and implement recommendations in support of goals
- Perform a wide range of complex work assignments

The ideal candidate will:

- Possess a positive attitude, and practices good judgement, while open to receiving/providing feedback
- Have the ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and for the co-workers he/she interacts with. Interested in partaking in group development and team building activities
- Possess an influential and welcoming communication style and collaborate in a team-oriented environment
- Foster a culture that values critical thinking and problem solving; and encourages constructive feedback, engagement, inclusion, and diversity at all levels

EDUCATION AND EXPERIENCE (Any equivalent combination of education and experience)

- Equivalent of a Bachelor Degree from an accredited college or university with major course work in public administration, engineering, planning, business, communication or other related discipline. Master of Public Administration, Business Administration, Engineering or related field preferred
- Minimum of ten (10) years of progressively responsible experience involving public administration, public relations, and/or engineering and planning. Public transportation experience is highly desirable; eight (8) years of progressively responsible experience preferred. Minimum of five (5) years of supervisory experience
- **Eligible Certifications:** American Institute of Certified Planners (AICP), Project Management Professional (PMP)®, Professional Engineering Licenses (desirable)
- **Special Requirements:** Hold a current valid Texas Driver's Licenses or have the ability to obtain one upon entry into the position.

PHYSICAL ACTIVITIES: Physical activity includes, but is not limited to: on a continuous basis, sit at a desk for long periods of time; intermittently twist and reach office equipment; write or use keyboard to communicate through written means; lift moderate weight; reaching above the waist, reaching below the waist, and reaching waist to shoulder to reach inventory on shelves; repetitive motion and fingering when using a computer keyboard; talking and hearing when dealing with customers; and observation of transit projects and operations during field work.

Additional perks and benefits that accompany full-time employment with DCTA:

- Flexible office hours and telecommuting options available. Paid day off for your birthday
- Employee portions of Medical and Dental benefits are 100% paid by the employer
- If you have utilized a Proportionate Retirement Program in the past, the service time transfers to DCTA's retirement system, TCDRS. The following systems apply:
 - Texas Municipal Retirement System (TMRS), Employees Retirement System (ERS), Judicial Retirement System of Texas (JRS), Teacher Retirement System of Texas (TRS), City of Austin Employees Retirement System (COAERS)
- DCTA strives to continually improve our Servant Leadership culture. We pride ourselves in having an open, caring, and communicative community of employees, with the drive to help build each other up
- Flexible dress code: business casual, allowing jeans every day (unless otherwise specified for external/special meetings, events, etc.)
- Extensive Wellness Program, including several opportunities to volunteer with the agency, sporadic lunch and learn events, chair massages, the potential to earn two extra days off each year, and continual efforts to improve wellness throughout the agency