



JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.caltrain.com/about-caltrain/jobs>

Employment Hotline (650) 508-6308

June 9, 2023

TITLE: Chief of Staff (Rail)
EMPLOYMENT TYPE: Exempt
DIVISION: Rail Administration
APPLICATION DEADLINE: **Continuous Recruitment Until Filled**
PAY RANGE: \$3881-\$5822 per week \$201,830-\$302,745 (estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: Caltrain is seeking to recruit a Chief of Staff. The Chief of Staff, Rail, reports to the Executive Director, Caltrain and to the Peninsula Corridor Joint Powers Board (Caltrain). The chief of staff is the next level executive, assuming a complex role of support to the executive director, executive leadership, rail administrative departments and staff. This role will provide direction and communication of the strategic direction of the Executive Director. The chief of staff is responsible for coordinating key policy and strategic issues facing the agency, understanding issues from multiple perspectives, and working collaboratively with stakeholders to ensure positive interaction between Caltrain and the communities it serves. The Chief of Staff is the direct support to the Executive Director on comprehensive planning, finance, budgeting and administering of Caltrain functions, programs, and activities.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Serve as the executive in the absence of the Executive Director, assume full responsibility and authority for Caltrain. Lead in communicating the vision, mission, and values of the organization through responsible and effective leadership.
- Responsible for the establishment of goals and objective based on KPI's of the Executive Director and the PCJPB. Disseminate the strategic vision to executive leadership, departments, staff, and contracted agencies.
- Direct oversight of the Executive Team, Rail Administration, Government & Community Affairs, Strategy & Policy, Rail HR Liaison, contracting agencies and administrative staff. Hire, mentor and take appropriate corrective and/or disciplinary action.
- Ensure EEO policies and procedures are followed.
- Coordinate staff training and professional development. Monitor and evaluate employee performance.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection, coordinate staff training and professional development, objectives, monitor and evaluate employee performance.

EXAMPLE OF DUTIES:

- Lead multi-divisional initiatives on behalf of the Executive Director, Caltrain that include developing and implementing solutions to issues that have District wide impact.
- Responds to a variety of issues, handles sensitive negotiations with little or no precedence; requiring expedient and diplomatic action; involving coordination with other agencies, the private sector and/or the general public.
- Work closely with senior management to ensure that Caltrain provides world-class service while advancing equity and inclusion, health and safety, and workforce development.
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San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306

- 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.
- Represents Caltrain and the Executive Director as designated in meetings, as a committee member, and before community and business groups.
- Oversees and coordinates the preparation for Caltrain 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 Caltrain Board.
- Assists the Executive Director, Caltrain, in formulating policy recommendations for the Board of Directors and attends Board and Committee meetings.
- Provides strategic direction and leadership on strategic communications, brand management, and partnership and engagement efforts aligned with the overall vision and strategic goals for Caltrain.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect yourself, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Executive Director who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in business administration, public administration, transportation or urban planning, real estate, civil engineering, or related field.
- Nine (9) years of senior level management and leadership experience operating within a complex multicultural and diverse environment.
- Five years public agency or commuter rail transit experience.
- Four (4) years supervisory experience
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PREFERRED QUALIFICATIONS:

- Demonstrated experience managing projects and coordinating teams and committees with a demonstrated track record of delivering results.
- Knowledge of the theories, principles, and practices of organizational administration functions and strategic planning.
- Well versed in public policy, governance, Human Resources and change management.
- Skill in designing, leading and facilitating discussions around sensitive topics, particularly related to race (and other protected classes), power, and privilege.
- Skill in consensus building, fostering informed debate and interaction, and effective decision-making.
- Knowledge and experience in organizational change management.

SELECTION PROCESS:

The process may include written and skills test assessments or supplemental questions and will require a panel interview. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS:

For further Benefits details please go to: <https://www.caltrain.com/about-caltrain/jobs/employee-benefits>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year
Cafeteria Plan:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free transportation for employee on Caltrain and free bus transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">○ Classic Members – 2% @ 60 benefit formula, 3-year average of highest compensation○ New Members – 2% @ 62 benefit formula, 3-year average of highest compensation

HOW TO APPLY:

- **To obtain more information or to submit a resume and cover letter, please contact Gregg Moser, Principal at K&A, at gmoser@kapartners.com**
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for accommodation, please contact the Human Resources Department at (650) 508-6308.
- Caltrain celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.