

## JOB DESCRIPTION

**Job Title:** Assistant Director (Various)  
**Working Title:** Assistant Director, Program Management  
**FLSA Status:** Exempt  
**Salary Grade:** 11B

### PURPOSE OF POSITION

The Assistant Director, Program Management will provide leadership and oversight for day-to-day management of the Program Management function. The Assistant Director will lead a team of staff, consultants, and contractors in the successful delivery of this Program. The purpose of the program management function is to ensure that all capital, rehab, and third-party projects meet or exceed best business practices and requirements about local, state, and federal guidelines and regulations.

### DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

### SUPERVISION EXERCISED AND RECEIVED

- Receive general oversight from Executive level roles
- Responsible for managing and monitoring work performance of a division or department

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.*

- Ensure implementation of SCRRRA policy, procedure, and plans regarding the cost and schedule management activities for Capital and Rehab projects;
- Participate in Agency-wide efforts to prepare and implement a Program Management Improvement Plan;
- Participate in the preparation and review of Engineering and Construction and MOW/Rehab Division authorizations;
- Participate in review, analysis, and implementation of project design and construction budgets, schedules, and costs to ensure conformance with authorized scope, cost, and schedule requirements;
- Direct, manage, monitor, and evaluate work and activities of assigned staff;
- Direct staff and consultants to ensure compliance and consistency with SCRRRA objectives;
- Identify and recommend creative solutions/possibilities to cost and schedule-related problems that arise during project execution;
- Ensure accuracy and quality of project cost and schedule baseline plans, as well as updates to current cost and schedule plans;
- Oversee and manage the work of staff/consultants to include cost forecasting, status reporting, schedule updates, risk analysis, and quality assurance;
- Evaluate contract change orders and amendments for impact on schedule and budget
- Ensure accuracy and consistency of schedule and cost reports and compliance with state, federal requirements and regulations;
- Manage Document Control System implementation and ongoing maintenance;



- Provide interface support for internal departments and external agencies;
- Prepare studies, research, and analyses of special ad-hoc reports;
- Develop and maintain integrated program master schedule;
- Maintain existing Excel-based, macro-dependent project tracking and reporting system;
- Develop an integrated Project Management System, including design, development, integration, testing deployment and maintenance;
- Provide information and reports to other departments as may be necessary to account for the dollars allocated to various programs and projects;
- Create positive business relationships with external customers to facilitate the exchange of data on key growth issues;
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree in Engineering, Construction Management, Business Management or a related field.
- A minimum of (10) years of work experience in program management including cost/ scheduling development, project control utilizing an automated project management system for large capital projects.
- A minimum of (5) years of experience in a supervising and monitoring the work of subordinate staff or project managers, including monitoring and evaluating staff.
- Extensive knowledge of Project Control software;
- Project Management Professional Certification
- A combination of training, education and or experience that provides the required knowledge, skills and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of required experience.

### **Preferred Qualifications**

- Master's degree

### **Knowledge, Skills, and Abilities**

#### Knowledge of:

- Project Control Software
- Federal, state, and local laws, rules, and regulations related to the railroad construction business and grant funded programs
- Financial planning, Operations planning, and Engineering analysis
- Federal and state requirements for plan development and capital funding programs
- Public procurement contracting processes

#### Skilled In:

- Analyzing financial data, cost reports, cost estimates, read and understand prints and technical specifications relevant
- Organization and time management
- Verbal and written communication



- Oral presentations and training
- Technical writing, communication, and analysis review
- Team building and conflict resolution

Ability to:

- Lead the efforts to support the requirements of various funding agencies and grantors, including triennial audits, financial audits, periodic grants audits, site visits when making decisions
- Mediate, negotiate and exercise sound judgment
- Manage staff and contracted consultants
- Articulate strategies that incorporate a balance among operational analysis, capacity analysis, service effectiveness and efficiency, financial analysis and market research
- Build an active working relationship with funding agencies

**PHYSICAL REQUIREMENTS**

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position; such as computers, office equipment and work-related machinery
- Transport equipment or boxes up to 25lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch or crawl within assigned working conditions and or locations

**Working Conditions**

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

*Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Last updated: June 2025

