

JOB DESCRIPTION

Job Title: Chief Executive Officer

FLSA Status: Exempt

Salary Grade: 17

PURPOSE OF POSITION

The Chief Executive Officer reports to the Board of Directors and is accountable for providing strong leadership, directing the Agency's strategic plan and business objectives while modeling core values. Through a skilled executive leadership team, the CEO directs Agency-wide initiatives aligned with the mission and vision of the Agency. The CEO is responsible for making recommendations to the Board of Directors that result in cost effective programs, providing for a safe, efficient, and reliable transportation service.

The CEO is also responsible for implementing policies, programs, and directives, overseeing the day-to-day operations of the Agency, and providing leadership and oversight to the dedicated and professional workforce.

DISTINGUISHING CHARACTERISTICS

This job description is a stand-alone position that reports to the Board of Directors.

SUPERVISION RECEIVED AND EXERCISED

- Receives general oversight from the Board of Directors
- The Chief Executive Officer ("CEO") is responsible for overseeing Metrolink's daily operations and for shaping and leading the Agency's strategic long-term vision as well as any planned expansions. The CEO is directly responsible for managing and maintaining the Agency's various Departments and Divisions. Metrolink's CEO is an integral leader in enhancing transportation options in the Southern California region.

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.

- Partner and build strong coalition and collaboration, in fulfillment of the directives from the SCRRRA Joint Powers Authority, by working closely and cooperatively with member agencies and external stakeholders at local, State, and Federal levels.
- Oversee the development and implementation of strategic plans and major projects providing direction for future programs and initiatives, in collaboration with the Board of Directors, General Counsel, and the Executive Leadership Team (XLT).
- Authorize key decision-making activities and the implementation of approved financial and operational strategies, ensuring all tactical initiatives align and result in optimal performance.
- Oversee and foster collaboration within the XLT, ensuring departmental activities align with Agency-wide goals and objectives.
- Oversee various initiatives with the XLT, Board of Directors, internal and external stakeholders, while maintaining strategic business partnerships with government agencies, professional associations, member agencies, and industry leaders.



- Provide guidance to identify critical areas of organizational improvement and provide direction for the implementation of corrective action.
- Oversee and approve overall budgetary commitments and provide guidance for multiple funding options and financial avenues.
- Act as the primary spokesperson for the Agency by communicating the vision, mission, strategic goals, and transportation messages to internal and external stakeholders.
- Encourage a positive and productive workplace culture by fostering and communicating goals and initiatives, while ensuring Board approved policies are administered systematically, impartially and efficiently.
- Remain knowledgeable of key industry trends, regulations, processes, and internal resources, and external partnerships.
- 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 Transportation Planning, Public Administration, Business Administration, or a related field,
- A minimum of ten (10) years' experience serving public-elected officials and working in a transportation or government environment,
- A combination of training, with a minimum of an Associate Degree 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.
- Valid class C Driver's License with a satisfactory driving record of no more than two moving violations and no DUIs within the last three years

Preferred Qualifications

- Master's in Transportation Planning, Public Administration, Business Administration, or other relevant degree.
- Managerial experience in commuter rail or public transit, with a minimum of five years' experience at the executive level.
- Knowledge of the Southern California transit industry.
- Possess a high level of business, operational, and financial acumen.

Knowledge, Skills, and Abilities

Knowledge of:

- Commuter Rail Service and Transportation policies
- Principles and processes of applicable federal, state and local regulations
- Strategic Planning, organizational management and business leadership
- Budgeting and Financial Planning for an expanding organization



Skilled In:

- Leadership Management and Analysis
- Strong and effective time management, communication and organizational development
- Process and Change management implementation
- Analysis and complex problem solving
- Managing a customer-centric, publicly-financed organization that provides year-round transit service to its customers on a daily basis with an emphasis on safety, security, reliability, cost, and on-time performance.

Ability to:

- Provide strategic value to the Agency by ensuring a positive, innovative and collaborative culture
- Create additional or new sustainable revenue streams including public-private partnerships for business operations and planned growth and expansion.
- Build and maintain relationships with all internal and external stakeholders including appropriate railroad, industry partners, and various governmental agencies at the local, state, and Federal levels.
- Promote team cohesiveness by establishing, communicating and reinforcing shared values and organizational cultural norms that build and improve working relationships
- Identify opportunities for operating efficiency improvements and oversee their implementation within the Agency
- Make formal presentations to the Board, Committees, and the public
- Provide clear direction on policies and procedures to eliminate or lessen conflicts with internal and external stakeholders.
- Challenge the executive management team and their departments to think “outside the box” and offer customer-centric solutions that are innovative and incorporate technology solutions that advance customer service.
- Ability to evaluate, hire, develop and mentor an Executive Leadership Team to ensure the Agency is providing exceptional service which is safe, secure, reliable, cost-effective and on-time.
- Remain abreast of railroad industry trends, legislation, best practices and procedures.
- Provide strategic vision and guidance to ensure that the agency has successful succession and employee development plans in place and provide leadership to encourage employees to take initiative and develop within the organization.
- Delegate responsibilities and empower senior management and employees to lead their departments, take action and function effectively and efficiently.
- Establish and maintain a healthy working relationship with the collective bargaining units and all employees across the organization.

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 25 lbs
- 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

