

JOB DESCRIPTION

Job Title: Chief Strategy Officer

FLSA Status: Exempt

Salary Grade: 14

PURPOSE OF POSITION

The Chief Strategy Officer will provide oversight and leadership to the staff and contractors who are responsible for SCRRRA functions of Planning & Development, Government & Community Relations, Sustainability and Railroad Services.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receive general oversight from the CEO and Board of Directors.
- This position is responsible for managing and monitoring work performance for a group of employees within 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.

- Provide executive-level oversight and lead the operations and functions of the following SCRRRA departments: Planning & Development, Government & Community Relations, Sustainability, and Railroad Services.
- Provide day-to-day oversight, policy direction, and guidance for all the reporting departments.
- Oversee the development, implementation, and execution of Agency strategic plans, legislative programs and regulatory strategies, and approaches to funding major implementation initiatives. Examples of recently completed projects include: the Strategic Business Plan; the Climate Action Plan; and the Accessibility & Affordability Plan. in collaboration with the other Executives, including the actual Strategic Plan, Short Range Transit Plan, Asset Management Plan and Rail Fleet Management Plan.
- Oversee local, state and federal government affairs concerning SCRRRA. Direct and provide recommendations on local, state, and federal policy, legislative, and regulatory matters. Ensure timely development of the annual legislative program to allow for Board adoption by the beginning of the calendar year.
- Monitor the development of state and federal initiatives for funding sources to identify and target grant programs for SCRRRA in partnership with the Grants Director.
- Ensure timely development of departmental annual budgets, including multi-year revenue and expense forecasts. Monitor budget adherence across all departments within the Strategy Office.
- Review and make recommendations to the CEO on the impact of various changes to the commuter rail service.
- Work closely with the Executive Leadership team as part of a strong leadership team working on behalf of the Chief Executive Officer.



- Represent SCRRA to external audiences and stakeholders, as delegated by the CEO. Serve as the Member Agency Liaison.
- Serve as the liaison with public and private sector railroad partners, including but not limited to the LOS-SAN Rail Corridor Agency, Union Pacific Railroad, Burlington Northern Santa Fe Railway, Brightline West, and the California High Speed Rail Authority.
- Participate in various cross-functional teams and task force committees to address overall SCRRA organizational strategies and goals.
- 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 Business Administration, Public Administration, Urban Planning, or related field highly preferred.
- A minimum of ten (10) years of progressively responsible work experience that includes supervising, directing, and leading management-level staff.
- 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 the required experience.

Preferred Qualifications

None

Knowledge, Skills, and Abilities

Knowledge of:

- Passenger Rail Operations
- Federal Railroad Administration regulations
- Strategic planning
- Industry issues, practices, and procedures
- Departmental interdependencies
- SCRRA policies and procedures (a plus)

Skilled in:

- Analysis and measurement
- Value orientation and reinforcement
- Strong and effective leadership, communication, time management, and organization
- Conflict resolution
- Team building
- Use of Microsoft Office

Ability to:

- Build team cohesiveness by establishing, communicating, and reinforcing shared values and norms
- Make formal presentations to large and small groups, the Board, and the public



- Provide clear direction and policies
- Create a work environment to encourage excellence, to reward performance, and to embrace change

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

