

## JOB DESCRIPTION

**Job Title:** Deputy Chief Executive Officer

**FLSA Status:** Exempt

**Salary Grade:** 16

### PURPOSE OF POSITION

The Deputy Chief Executive Officer (DCEO) will partner with the CEO and assist with direction and leadership to SCRRA by providing support on all SCRRA matters, including the Board of Directors and will be the primary liaison to the Technical Advisory Committee (TAC).

### DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series

### SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from the CEO and Board of Directors
- Responsible for managing and monitoring the work performance of a division or a 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.*

- Assist in directing the operation and management of assigned teams and departments; participate in the development and administration of policies and procedures.
- Represent the CEO and the Board of Directors with various community and business groups.
- Direct reporting responsibility for various SCRRA departments.
- Develop and review a variety of reports and dashboards on the performance of the functional areas within the various departments and for the overall Agency.
- Promptly reports on issues and problems involving department activities and take action to address and resolve issues.
- Collaborate with other Executive Leaders on activities throughout the Agency.
- Assist with the development of the budget, monitor budgetary performance and make necessary adjustments to achieve budgetary compliance.
- Review and make recommendations to the CEO on the impact of various changes to policies, strategic plan and SCRRA goals and objectives.
- Act as the CEO's liaison to staff and the Board of Directors for preparation and review of all Board Committee and Collaborate with General Counsel and as the CEO's liaison to staff and the Board of Directors for the preparation and review of all Board Committee and Board Agenda items.
- Collaborate with the General Counsel and as the CEO's liaison on legal issues as directed by the CEO.
- Represent SCRRA to external audiences and stakeholders.
- Lead the development of the Capital and Rehabilitation Plans and allocate resources accordingly.
- In collaboration with the Director, Human Resources, address issues related to human capital, staffing and other issues related to benefits, compensation and succession planning.
- Interpret and provide guidance on a variety of laws, rules, regulations, policies, procedures and contracts.



- Act as primary liaison to the Technical Advisory Committee (TAC).
- 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, or a related field.
- A minimum of 10 years' experience in a public transportation agency or a related city or municipal government agency at the executive level supervising, directing, and leading others and performing similar functions described above, in a senior-level role.
- A minimum of ten years' experience 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.
- 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 degree preferred

### Knowledge, Skills, and Abilities

#### Knowledge of:

- Federal Railroad Administration regulations
- Strategic planning
- Industry issues, practices, and procedures
- SCRRRA policies and procedures

#### Skilled In:

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

#### Ability to:

- Demonstrate experience creating both vision and mission and providing leadership to others
- Understand detailed related railroad construction designs, costs and schedules
- Review cost and scheduling projections and studies, analyze cost and schedule problems and their impacts on the SCRRRA
- Make formal presentations to large and small groups, the Board and the public
- Provide clear direction and policies
- Create a work environment to build team cohesiveness, 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: July 2025

