

## JOB DESCRIPTION

**Job Title:** Director, Special Projects  
**Working Title:** Director, LA28 Games Planning  
**FLSA Status:** Exempt  
**Salary Grade:** 12

### PURPOSE OF POSITION

The Director, LA28 Games Planning, will guide and lead the overall planning and delivery of Metrolink's LA28 Games and mega-event strategy, in alignment with the organization's business strategy and goals. The Director will be responsible for leading the coordinated delivery of Metrolink's LA28 Olympic and Paralympic Games and mega events services, policies, and programs, and other initiatives as may be assigned.

### DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

### SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from Executive-level management
- Responsible for managing and monitoring the 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.*

- Direct, develop, coordinate and implement the organizational and departmental strategic plans in support of SCRRRA business objectives.
- Participate in the development of policies and procedures to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards procedures.
- Serve as trusted business partner to the CEO and the SCRRRA leadership team, support the strategic vision.
- Monitor, assess and address departmental and interdepartmental issues across the Authority. Review and coordinate budgets, project plans, staffing plans, and assignments.
- Participate in the preparation and administration of assigned special projects departmental budget; submit recommendations and monitor expenditures.
- Monitor and evaluate departmental staff performance to establish training needs, ensuring objectives and expectations are met, along with compliance of policies and procedures.
- Facilitate collaboration and communication of departmental and interdepartmental needs.
- Assist the CEO and Chief Strategy Officer in overall management and supervision of the strategy for the LA28 Games and mega events such as 2026 FIFA World Cup, Super Bowl LXI in 2027 and the 2031 Rugby World Cup.
- Direct the preparation and processing of all Board items in relation to assigned departmental goals and objectives.



- 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 planning or public policy, business administration, public administration, or related field.
- A minimum of eight (8) years of relevant strategic planning and implementation experience in a public transit or transportation organization with both full-time and contracted employees and services.
- 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**

- Master’s or higher Degree in related field.

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

#### Knowledge of:

- Public transit or transportation planning and implementation principles and practices and corresponding policies and procedures
- Applicable federal, state and local regulations

#### Skilled in:

- Judgment and discretion
- Microsoft Office
- Collaboration and consensus building
- Strong and effective leadership, team building, communication, and time management

#### Ability to:

- Interact, communicate and facilitate discussion at all employee levels
- Provide expert and sound advice on organization-wide issues
- Deliver sensitive and complex (or high level) information
- Facilitate discussion and communicate company directives to a broad audience

## **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: January 2026

