

JOB DESCRIPTION

Job Title: Director, Program Management

FLSA Status: Exempt

Salary Grade: 12

PURPOSE OF POSITION

The Director, Program Management will provide leadership and oversight for day to day management of Program Management function. This position will define, develop, and create SCRRA's Program Management program of-fice.

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 SCRRA 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 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 SCRRA objectives.
- Identify and recommend creative solutions/possibilities to cost and schedule related problems which 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 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 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 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 ten (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 five (5) years of experience in supervising and monitoring the work of subordinate staff or project managers, including monitoring and evaluating 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.
- Project Management Professional Certification

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 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 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.

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