

## JOB DESCRIPTION

**Job Title:** Director, Special Projects  
**Working Title:** Director, Railroad and Real Estate Services  
**FLSA Status:** Exempt  
**Salary Grade:** 12

### PURPOSE OF POSITION

The Director, Railroad and Real Estate Services, will guide and lead the overall delivery of the Metrolink Railroad and Real Estate Services strategy, aligned with the business strategy and goals of the organization. The Director will be responsible for leading the cross-functional planning and delivery of Railroad and Real Estate services, policies, and programs involving railroad and real property agreements. Agreements include, but are not limited to, railroad shared use agreements, purchase and sale agreements, construction and maintenance agreements, transit transfer agreements, common area maintenance agreements, and other related agreements involving Metrolink and its Member Agencies, freight railroads, and Amtrak.

### 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, and implement the organizational and departmental strategic plan 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 and procedures.
- Serve as trusted business partner to the CEO and the SCRRRA leadership team, support the strategic vision.
- Monitor, assess and address Railroad and Real Estate Service issues across the Authority. Review budgets, project plans, staffing plans, and assignments.
- Participate in the preparation and administration of assigned 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 needs.
- Provide overall management and supervision of the Railroad and Real Estate Services department.
- Direct the preparation and processing of all Board items in relation to department 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 business or public administration, legal or real estate studies, finance or economics, urban planning, public policy, or related field.
- A minimum of eight (8) years of relevant experience in either railroad or property agreements or legal or contracts in a customer-focused company 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 degree in a related field

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

#### Knowledge of:

- Legal/contractual, business/public administration and public transportation principles and practices and corresponding policies and procedures
- SCRRRA policies, rules and procedures, and public agency environment
- 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

