

JOB DESCRIPTION

Job Title: Director, Special Projects

FLSA Status: Exempt

Salary Grade: 12

PURPOSE OF POSITION

The Director, Special Projects, will guide and lead the overall delivery of (Department/Project) strategy in alignment with the business strategy and goals of the organization. The Director will be responsible for leading the delivery of (Project) services, policies, and programs.

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 (Department) strategic plan in support of SCRRA 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 SCRRA leadership team, support the strategic vision.
- Monitor, assess and address (department) 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 (Department) 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 (Focus Area/s), business administration, public administration, or related field.
- A minimum of eight (8) years relevant (Department/Focus Area) experience 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:

- (Department) principles and practices and corresponding (Department) 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: August 2025

