

JOB DESCRIPTION

Job Title: Manager I (Various)
Working Title: Manager I, Creative Projects
FLSA Status: Exempt
Salary Grade: 9

PURPOSE OF POSITION

The Manager I, Creative Projects, will manage a wide variety of creative projects for the Marketing & Communications team and various departments across the Agency.

DISTINGUISHING CHARACTERISTICS

This is the first level of the Manager (various) series. At this level, incumbents may independently represent the organization. May be responsible for a specialty program area that has a major impact on the organization.

SUPERVISION EXERCISED AND RECEIVED

- Receives oversight from the Senior Manager, Marketing and Partnerships, with dotted line reporting to the Director of Marketing and Partnerships
- First-line supervisory responsibility

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.

- Manage the coordination and completion of projects within scope by setting deadlines and assigning responsibilities.
- Manage and support design and print production timelines and routing of assets (brand guidelines, brand refresh materials, key art for marketing campaigns, image library, social media graphics, infographics, marketing collateral, presentation templates, logos, fonts, videos, music etc.)
- Perform quality control of delivered creative assets to confirm that all expected items have been received and meet basic spec requirements such as file type, file size, and clip length.
- Write clear and concise creative briefs, to interact professionally with all levels of staff, multi-task and meet deadlines for concurrent projects.
- Provide clear daily communications related to status and next steps for all pending, complete, or at-risk items and escalate issues as needed.
- Serve as a liaison between internal staff, creative agencies, media partners and printers.
- Partner with the advertising media buying team to manage specs, sheets, and prepare creative trafficking instructions.
- Create project timelines and workback schedules, ensure creative development budgets are reconciled to work performed.
- Resolve project, design, or resource issues before they cause schedule delays.
- Coordinate asset creation provide art direction and place orders with creative agencies.
- Proof all creative materials for accuracy and quality.
- Deliver final creative assets to vendors, printers, advertising agencies, and internal and external clients.



- Maintain asset libraries and obtain all working files are obtained.
- 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 marketing, business, or a related field.
- A minimum of four (4) years of creative project management and/or traffic management experience at an advertising agency or within a creative services department.
- A combination of training, education, 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

- Project Management Professional (PMP) certification
- Strong familiarity with project management software tools, methodologies, and best practices
- Bilingual language skills (English and Spanish)

Knowledge, Skills, and Abilities

Knowledge of:

- Brand management
- Digital and social media creative specifications
- Project Management fundamentals and software
- Fundamentals of creative project management/traffic management
- Principles and best practices of employee supervision and performance management

Skilled in:

- Microsoft Office Suite including Project
- InDesign, Adobe Creative Suite, MAC OS
- Unified communication and collaboration platforms that combine persistent workplace chat, file storage, and application integration (e.g. Basecamp, Slack, MS Teams)
- Print production
- Budget management
- Coordination of resources to execute campaigns
- Creative problem-solving
- Strong attention to detail
- Strong and effective, leadership, communication, presentation, team building and time management

Ability to:

- Communicate effectively, both orally and in writing
- Work with teammates, individuals and groups at all levels within and outside the organization
- Work in a fast, highly collaborative, agile environment
- Demonstrate a sense of urgency, initiative, responsiveness
- Deliver projects on-time and troubleshoot issues that may arise
- Proven ability to complete projects according to outlined scope, budget, and timeline



- Adjust work schedule to include evenings and weekends as necessary

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

