

## JOB DESCRIPTION

**Job Title:** Senior Manager (Various)  
**Working Title:** Senior Manager, Planning & Development  
**FLSA Status:** Exempt  
**Salary Grade:** 11A

### PURPOSE OF POSITION

The Senior Manager, Planning & Development, will provide staff leadership, plan, direct, manage and oversee the activities and operations of the Planning and Development Department. The position will oversee and perform a wide range of planning duties including manage and execute activities for regional, multi-modal transportation operations, capital program development and environmental review projects for the continued growth and viability of Metrolink.

### DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

### SUPERVISION EXERCISED AND RECEIVED

- Receive general oversight from director or executive level management.
- Responsible for supervising and monitoring performance for a regular group of employees 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.*

- Responsible for full management responsibility for all departmental services and activities.
- Ensure clarity around priorities and goals for the entire functional area.
- Oversee project management activities including but not limited to task identification, work effort estimates, work schedules and tracking.
- Participate in the preparation and administration of assigned program budget and monitor expenditures.
- Monitor and evaluate staff to establish training needs within the department and ensure objectives and expectations are met.
- Participate in hiring, training, and disciplinary actions.
- Evaluate and forecast staff requirements and schedules.
- Delegate and review work assignments and conduct performance evaluations.
- Collaborate with SCRRRA managers, departments, and other groups to accomplish mutual organizational and departmental objectives.
- Conduct complex planning, forecasting, implementation, funding and analytical projects and programs.
- Assume management responsibility on major transportation and research studies and projects.
- Apply, develop, and evaluate analytical, quantitative, and statistical tools and their results.
- Provide technical support and make presentations to public and private groups on Metrolink projects and programs.
- Participate in regional and statewide transportation forums.
- Participate in developing program guidelines, strategies, and policies for capital projects, service design,



stations, and facilities.

- Negotiate and execute cooperative agreements and Memoranda of Understanding with various agencies.
- Develop and negotiate scopes of work, financial plans, schedules, contracts, and agreements.
- Develop and monitor forecasts, impacts, and budgets for plans, programs, and projects.
- Conduct analyses and make recommendations regarding third party projects that are adjacent to or may impact Metrolink right of way or facilities.
- Support development of capital programs including cost estimation, early planning, and advancing the environmental clearance / review process.
- Collaborate with SCRRRA staff and stakeholders, including regional planning, operating entities, and regulatory organizations.
- 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 Urban Planning, Engineering (Civil, Transportation, Structural, Industrial, Mechanical, Architecture, etc.), Public Policy, Business Administration, Public Administration, Economics, Operations Research, Project / Construction Management, or a related area.
- A minimum of nine (9) years of progressively responsible work experience in transportation planning (and/or related field) and project development.
- 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**

- Master's degree preferred.

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

#### Knowledge of:

- Microsoft Windows CE Operating System.
- Development of electronic spreadsheet models for market analysis, cost estimation, cost-benefit analysis.

#### Skilled in:

- Use of ERP Systems (such as Oracle) applications, tools, and integrations.
- Use of database tools (such as SQL, PL/SQL).
- Use of server tools (Windows server).

#### Ability to:

- Analyze and solve problems.
- Manage and organize timely products and materials.
- Build and lead a team towards clear and stated goals.

## **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: September 2025

