



Santa Clara Valley Transportation Authority
DEPUTY DIRECTOR - HIGHWAY PROGRAMS

SALARY	\$190,745.68 - \$251,784.27 Annually	LOCATION	CA 95134-1927, CA
JOB TYPE	Full-Time	JOB NUMBER	Mar2024_DDHP_NR_TL
DEPARTMENT	Engineering & Program Delivery	OPENING DATE	03/27/2024
CLOSING DATE	4/30/2024 11:00 PM Pacific		

Job Description

Deputy Director of Highway Programs

About the Highway Program Deputy Director

The Highway Program Deputy Director, reporting to the Chief of Engineering and Program Delivery, manages a diverse and talented team of seasoned staff who is well-versed on the delivery of capital projects related to the State highway system and other roadways in the county. This position is responsible for directing and leading collaboration on planning, design development (including technical analysis in support of preliminary engineering and final design), project-related right-of-way activities (in coordination with VTA Real Estate), construction management and close out, overall program/project management (including scopes, costs, schedules and quality of work), management of staff resources (both VTA and consultant), coordination with project stakeholders within VTA and beyond (e.g., local agencies, Caltrans, federal agencies, resources agencies, utilities, etc.), and community and other outreach (working with VTA public information and government affairs staff).

About VTA

The Santa Clara Valley Transportation Authority employs more than 2,000 people dedicated to providing solutions that move Silicon Valley. Unique among transportation organizations in the San Francisco Bay Area, VTA is Santa Clara County's authority for transit development and operations (light rail and bus), congestion management, transportation-related funding, highway design and construction, real estate and transit-oriented development, and bicycle and pedestrian planning. With local, state, and federal partners, VTA works to innovate the way Silicon Valley moves and provide mobility solutions for all.

Santa Clara Valley Transportation Authority (VTA) is an independent special district that provides sustainable, accessible, community-focused, innovative, and environmentally responsible transportation options promoting the region's vitality. VTA provides bus, light rail, and paratransit services and participates as a funding partner in regional rail services, including Caltrain, Capital Corridor, and the Altamont Corridor Express.

To learn more, go to: vta.org

About the Engineering & Program Delivery Division

This division is responsible for the design and construction of all capital projects and infrastructure required to provide a safe, reliable and efficient transportation system for Santa Clara County. These responsibilities include program and project

management, design development, engineering management, project controls, construction management and turnover of various projects that are part of VTA's rail, facilities and highway transportation improvement programs.

This division is also responsible for the implementation of the projects identified in the 2000 Measure A Program, which includes the planning, design, and construction of the Bay Area Rapid Transit (BART Silicon Valley) Project. This project will extend the BART regional heavy rail system to Milpitas, San Jose and Santa Clara. [Click here for the Divisional Organization Chart.](#)

Our Community

Santa Clara County, sometimes referred to as “Silicon Valley”, is unique for its innovation, natural attractions, and social diversity. With numerous amenities and perfect weather, it has long been considered one of the best places in the United States to live and work. calendar of festivals and celebrations supports the community spirit. Nearby open space provides easy access to mountain parks, trails, lakes, streams, and beautiful coastal beaches. San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media, including Business Week and Money magazines.

The county's population of 1.9 million is the largest in Northern California and is rich in ethnic culture and diversity. Enjoy access and the option to explore our closely neighboring counties of San Francisco and Alameda.

The Ideal Candidate

The Santa Clara Valley Transportation Authority (VTA) is seeking a strategic, motivated, and flexible leader to join VTA to lead its Highway Program. In this role, experience in leading the delivery of capital improvements on the State highway system is required; such experience in the San Francisco Bay Area is highly desirable.

An ideal candidate will exhibit high-level people skills, including the ability to work with the already existing very capable team of engineers and support staff who are charged with managing phases of work from the planning phase through the close of projects. Superior collaboration and communication skills in working with both other VTA divisions and external partner agencies and stakeholders are crucial for this position. The ability to maintain and to build upon the existing relationships that the Highway Program (Program) has developed both within and outside of VTA will be critical for the continued success of the Program.

The position will be responsible for budgeting, staffing and communication of items going to the VTA Board of Directors (Board). Communication on items to the Board requires an ideal candidate to possess superior written and verbal communication skills. The position will be responsible for the reviewing and developing of Board memos as well as the presentation of the items at committee and Board meetings.

Working knowledge of the Caltrans Project Development Procedures Manual (PDPM) and the existing Caltrans process for updating design specifications, standards and other procedures/policies documents is required. Other required technical working knowledge include but is not limited to the following: State and federal regulations regarding transportation design, construction, financing, real estate, and environmental requirements/programs; principals and practices of public works management and administration, with emphasis on State and local transportation programs; VTA and State complete streets programs, including related policies and programs; sustainable practices related to the delivery of capital programs/projects, and diversity, inclusion and equity related programs related to the delivery of capital programs/projects.

If you have a strong affinity and passion for delivering improvements on the State highway system within the environment of a dynamic multi-modal agency, we encourage you to apply. Please consider joining us to take your career to another level at one of the largest programs charged for improving the State highway system! Your leadership will make a significant impact on the future of transportation in our community.

The successful candidate will possess a combination of equivalent experience and education that provides the knowledge and abilities necessary for successful job performance. Included in this are graduation from an accredited college or university, with major work in civil or transportation engineering or a related field, and extensive increasingly responsible professional level experience in engineering, construction management, contract administration and supervision on VTA or

State highway projects including managing design and/or construction teams in a public agency or similar organization. Registration as a professional engineer in the State of California is preferred.

Definition

Under administrative direction, the Deputy Director, Highway Program manages and directs the activities of all phases of the Highway Program, from planning through construction of highway and highway-related projects, including associated consultant services and construction contract management.

Distinguishing Characteristics

This is an at-will executive management position that serves at the discretion of the General Manager. This position is responsible for the oversight of planning, environmental clearances, engineering designs, and construction of highway and highway-related projects. Upon completion, these are either delegated to the State of California or are operated by VTA (in the case of express lanes) and therefore, must comply with both VTA and Caltrans administrative procedures. The Deputy Director, Highway Program is tasked with managing all phases of work by multiple professional consultants and construction contractors of VTA's highway projects, including express lanes using both VTA and consultant staff as necessary; coordinating with other VTA staff on project planning and design, environmental, public information/outreach, real estate acquisition and grant funding; and ensuring the smooth transition, delegation, and closeout of highway projects to federal and state agencies as necessary.

Non-Represented

This application will close when filled and may close without warning. This posting will close no later than Tuesday, 4/30/2024 @ 11:00 PM.

Essential Job Functions

Position Highlights

The Highway Program Deputy Director is expected to hit the ground running to lead ongoing efforts on a wide variety of projects and related efforts, such as:

- Delivery of a wide range of projects with funding from the 2016 VTA Measure B Highway Program.
- Delivery of a wide range of projects as listed in VTP 2024, the county's regional transportation plan.
- Delivery of improvements sponsored by several local agencies on the State highway system.
- Delivery of capital improvement project on the State highway system that include significant bicycle and pedestrian elements.
- Delivery of capital improvements on the State highway system to accommodate wildlife.
- Delivery of capital improvements to help expand VTA's express lanes program including improvements to the express lanes operations center.
- Directing multiple professional services contracts to deliver engineering documents for all phases of the Caltrans project delivery process.
- Directing the advertising, award, and administration of construction contracts for improvements on the State highway system.
- Directing ongoing work with private and nonprofit partners on the development and implementation of improvements on the State highway system.
- Lead the preparation of agendas and participate in recurring Executive Steering Committee meetings with the Caltrans District 4 Director and the executive team.
- Maintaining the Highway Program to be best in class, ensuring the team is meeting the organization's objectives.
- Elevating VTA's efforts to evolve into a more diverse, inclusive, and equitable corporate citizen and employer.

Typical Tasks

- Plans, organizes, and directs the activities of assigned staff and consultants;
- Selects, supervises, trains, motivates, assigns, counsels, and disciplines staff;

- Manages the development and implementation of department goals, objectives, policies, and priorities for work unit;
- Oversees planning, design, procurement, and construction activities;
- Negotiates, approves, and monitors contractual agreements with other governmental agencies, private consultants, and private contractors;
- Provides final review of plans, specifications, reports, and other documents prepared by subordinates or outside parties;
- Develops and controls assigned budget;
- Coordinates with federal, state, and local agencies during project implementation and ensures compliance with their administrative guidelines;
- Represents VTA before the Board of Directors, city councils, and other federal, state, regional, and local agencies, VTA policy advisory boards and commissions, and before local citizens in public meetings and hearings;
- Develops and manages cooperative agreements with other government agencies for various phases of the projects;
- Prepares, reviews, and approves a variety of reports, correspondence, and other documents, and makes presentations to a variety of audiences;
- Represents VTA in design, right of way and construction related legal and financial issues, contractual matters, public safety, and related issues;
- Ensures compliance with VTA policies and procedures regarding equal employment opportunity and discrimination and harassment prevention;
- Consults with department and division heads in the formation of administrative policies and is responsible for their implementation;
- Provides overall direction to subordinate staff in professional standards, work quality and quantity, performance, and accountability;
- Performs related duties as required.

Minimum Qualifications

Employment Standards

Sufficient training, education, and experience that demonstrates possession of the required knowledge, skills, and abilities.

Development of the required skills, knowledge, and abilities is typically obtained through training and experience equivalent to graduation from an accredited college or university with major work in civil or transportation engineering, business administration, public administration, or a related field and extensive increasingly responsible professional level experience in engineering, construction management, contract administration, and supervision on VTA or state highway projects, including several years managing design or construction teams in a public agency or similar organization.

Knowledge and experience in Caltrans project development and local assistance procedures is highly desirable.

Registration as a professional engineer in the State of California is preferred.

We encourage applications from any person who believes they can thrive and grow within VTA.

While we're welcoming to a variety of different candidates, this position could be an excellent role for a number of different profiles, including those who:

- *Want to be team players with strong interpersonal skills, working within the community and VTA to help elevate and integrate equitable transit initiatives throughout our work*
- *Are passionate, adaptable, and innovative team players who want to learn and contribute to the development of a visionary transit network through an equity lens*
- *Are interested in collaborative and impactful, transformative change; working with supportive diverse teams to help grow our service and lead our region.*

Supplemental Information

Knowledge of:

- Principles and practices of organization, administration, and fiscal and personnel management;
- Principles and practices of contract administration, engineering design management, and construction management;
- Public transportation engineering methods, techniques, and issues used in development, design, and operation of transportation systems and facilities including traffic engineering;
- Principles and practices of environmental analysis and environmental compliance;
- Principles and practices for sustainable approaches for the design and implementation of transportation facilities and natural resource management;
- Principles and practices related to planning, development, implementation, and operations of emerging technologies;
- Safety practices in the construction industry;
- Methods, materials, equipment, and techniques of public works, highway design, and construction;
- Construction claim avoidance and claim resolution techniques;
- Laws, ordinances, and standards for public works or highway construction;
- Federal, state, regional, and local funding programs and processes;
- Caltrans project development and construction procedures;
- Program and project management including cost and schedule control and quality assurance.

Ability to:

- Select, supervise, train, motivate, assign, evaluate, counsel, and discipline staff;
- Direct an integrated team of VTA employees and consultants in the development of highway projects;
- Direct inspections and achieve compliance with contracts, construction plans, and specifications;
- Negotiate contractual agreements with other agencies, utilities, consultants, and contractors;
- Interpret and enforce laws and ordinances;
- Review and prepare correspondence and complete reports;
- Effectively represent VTA before the Board of Directors, city councils, and other federal, state, regional, and local agencies, boards, and commissions, and before local citizens in public meetings and hearings;
- Communicate clearly and effectively, both orally and in writing;
- Take initiative, reason logically, and be creative in developing and introducing new ideas;
- Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems, including engineering problems;
- Oversee project schedule, budget, and quality;
- Establish cooperative relations with staff, contractors, technical committees, community organizations, representatives of federal, state, regional, and city agencies, and the general public.

What's in it for You?

Work/Life Balance: 40-hour work weeks, and a option of a flexible/hybrid remote schedule.

Health: VTA participates in a CalPERS-sponsored medical plan with VTA contribution to employee and dependent premium health insurance premiums. Employees pay a monthly contribution of any amount in excess of the Kaiser Bay Area Family rate.

Flex Spending Account: \$300 employer-funded Health FSA for eligible employees

Vision: VSP full premium for employees and eligible dependents

Dental: Delta Dental full premium for employees and eligible dependents

Mental Health Days: 3 days: May 1, 2023 - June 30, 2024

Leave: 31 days of vacation each fiscal year, pro-rated based on hire date. Max 93 day accrual before cash out, 64 hours of sick time (pro-rated at hire) unlimited accumulation, 12 paid holidays per year, and 1 floating holiday per year.

Retirement:

- Participation in CalPERS

- Classic Members: 2%@55
- PEPRAs Members: 2%@62

- 457 Deferred Compensation Plan (voluntary)

- 457 pre-tax
- 457 Roth
- Self-directed brokerage account option for qualifying employees

- Retiree medical coverage for eligible employees with VTA contributions to the retiree's medical premium

Additional perks:

- All active full-time employees and their eligible dependents are eligible for transit passes for use over VTA lines, including VTA Paratransit services.
- Employee Assistance Program (EAP) is available to each employee, eligible dependent, and household member, 24 hours a day, seven days a week.
- Tuition Reimbursement
- Professional Development Fund
- Wellness Programs

As we continue to implement our [VTA Forward Plan](#), we aim to strengthen and increase our workforce to take on future opportunities and challenges by elevating our people and our services.

For more information about our VTA Forward Plan, visit: <https://www.vta.org/VTAForward>

General Instructions

Please read this entire job announcement before applying for the position. Print and keep a copy of this announcement so that you can refer to it. Questions not answered within this job announcement may be sent to personnel@vta.org.

To ensure consideration, completed applications must be submitted online to the Human Resources department by the stated closing time and date posted. When the stated closing date is "continuous," apply immediately; the position may close without notice. You will receive an immediate email confirming receipt of your submitted application. If you do not receive this email, contact NEOGOV's Applicant Assistance Line at (855) 524-5627 between 8:00AM to 5:00PM (PST) Monday through Friday, excluding holidays.

Only on-line applications will be accepted for this recruitment (paper applications or resumes will not be accepted). Job Interest Notification Cards, or copies of previous, partial, or un-submitted applications, are not an acceptable substitute to a completed application.

ALL APPLICATION AND TESTING NOTIFICATIONS WILL BE SENT BY E-MAIL. Applicants should select e-mail as the preferred method of notification. Candidates must maintain an up-to-date, valid and reliable e-mail address. Candidates are also responsible for maintaining up-to-date phone numbers and addresses on their on-line account. Due to the number of applications received, candidates must check their application status through their on-line account. Contact NeoGov for assistance if needed.

Information on how to apply for jobs at the VTA is available on the VTA Employment website and from the NEOGOV's Applicant Assistance Line (855) 524-5627. NeoGov Applicant support is available from 8:00AM to 5:00PM (PST) Monday through Friday, excluding holidays.

Americans with Disabilities Act Accommodations

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities. If you wish to request an accommodation, call the Human Resources Department at (408) 321-5575 or email at Personnel@vta.org.

Application Processing Information

All related current and past work experience (including VTA experience) must be listed and fully described in the Work Experience section of the application ("See Resume" is not acceptable). Incomplete or improperly completed online applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online application reflects the work experience and education needed to meet the requirements for the position you are applying for. Although your resume may have all your experience and education details, please make sure to complete each section of the online application to ensure that your information is accurately captured during our screening process.

All applications are subject to review as to meeting minimum qualifications at any point in the recruitment process. Passing any step is no guarantee of continuation if it is determined that the applicant does not meet the minimum qualifications as stated in the class specification.

Candidates found to have exaggerated/falsified their qualifications, experience, training, and/or education may be disqualified at any point in the recruitment process and may be denied future employment with the VTA.

If selected for the position, candidates will be required to complete a criminal conviction disclosure form. Candidates who successfully become VTA employees, and fail to disclose any of the criminal background information as required may be subject to discipline up to and including discharge.

Eligible Lists typically remain in effect for six (6) months. However, Human Resources may abolish Eligible Lists at any time during the six (6) month period. Human Resources may extend eligible Lists for up to two (2) years. Eligible Lists may be used for more than one recruitment. If you have questions related to an Eligible List you might be on or were on, you should contact Human Resources.

If you have questions regarding your status as an applicant for this position, please call the Human Resources Department at (408) 321-5575 or email at Personnel@vta.org.

VTA is committed to providing reasonable accommodations to applicants and employees with disabilities or religious needs, absent undue hardship.

VTA is an equal employment opportunity employer. VTA does not and will not tolerate discrimination against applicants or employees on the basis of age, ancestry, color, marital status, mental or physical disability, genetic information, national, origin, immigration status, political affiliation, race, religion, creed, sex, gender identity, gender expression, sexual orientation, pregnancy, medical condition, disabled veteran or veteran status, etc.

Agency

Santa Clara Valley Transportation Authority

Address

3331 North First Street, Bldg. B-1

San Jose, California, 95134-1927

Phone

408-321-5816

Website

<http://www.vta.org>

DEPUTY DIRECTOR - HIGHWAY PROGRAMS Supplemental Questionnaire

*QUESTION 1

Please provide a description of your work experiences and task responsibilities with the Caltrans project development process for highway projects. Please include details on the key tasks you performed to successfully deliver highway projects from the planning phase through construction.

*QUESTION 2

Please describe your project management experience and management approach to directing staff's use of project controls, budgeting, schedules and cost trending tools and techniques.

*QUESTION 3

Please discuss your experience leading staff and consultants. Elaborate on your leadership style and motivational techniques that have enabled you to achieve project goals.

***QUESTION 4**

Please give examples of your experience in negotiating contractual agreements with other agencies, utilities, consultants, and contractors. Describe how you collaborated, coordinated, and communicated with these entities.

***QUESTION 5**

Please describe your work experience in preparing and presenting written and oral reports to public bodies, staff and elected officials. If possible, please include three references who can speak on your ability and style in presenting, as well as your ability to manage staff who will be presenting.

* Required Question