



RCTC

**RIVERSIDE
COUNTY
TRANSPORTATION
COMMISSION**

**Riverside County
Transportation
Commission**

Riverside, California

invites your interest in the position of

Deputy Executive Director

Recruitment Services Provided by
Ralph Andersen & Associates

Join An Incredible Team

The Riverside County Transportation Commission (RCTC) is recruiting for an innovative, resourceful public sector executive to serve as its next Deputy Executive Director.



Riverside County Transportation Commission

The Riverside County Transportation Commission (RCTC/Commission), established through California State law in 1976, oversees funding and coordination of all public transportation services within Riverside County. The Commission's responsibilities have grown in the years since its inception from coordinating highway and transit planning and identifying projects for state and federal funding to responsibility for all aspects of region-wide planning for Riverside County's mobility needs. RCTC administers Measure A, a half-cent sales tax measure, approved by voters to support transportation projects, programs, and services. In addition, RCTC is one of 5 member agencies of the Southern California Regional Rail Authority, operator of Metrolink. As of January 2021, RCTC became the managing agency of the Western Riverside County Regional Conservation Authority (RCA), which is responsible for one of America's most ambitious environmental efforts, the Riverside County Multiple Species Habitat Conservation Plan (MSHCP).

The Position

The current Deputy Executive Director was recently appointed to become Executive Director, effective May 2, 2024. The position is expected to provide highly-responsible management assistance to the Executive Director in executing the day-to-day operations and long-term vision of the Commission; providing executive leadership and guidance to the departments; providing coverage and backup to the Executive Director; providing well-reasoned and politically palatable policy and strategy recommendations; and effectively representing the Commission with its many external partners, all with the objective of improving mobility and quality of living for Riverside County residents. This is a hands-on position in a lean, effective, entrepreneurial government agency.

The Deputy Executive Director reports directly to the Executive Director and is a key member of the Commission's executive leadership team who has a significant impact on the culture and success of the agency.



The Position *continued*

RCTC has a FY23/24 budget of \$983.5 million with 81 allocated positions which includes a 12-member Management Team, most of whom report directly to the Deputy Executive Director. In addition to the Deputy Executive Director, members of the Management Team include:

- Planning & Programming Director
- Chief Financial Officer
- Multimodal Service Director
- Toll Operations Director
- Project Delivery Director
- Toll Project Delivery Director
- Regional Conservation Director
- External Affairs Director
- Administrative Services Director/Clerk of the Board



The Deputy Executive Director will have supervisory responsibility over most of the Management Team. Currently the Deputy Executive Director supervises all directors except the Project Delivery Director and Toll Project Delivery Director. Supervisory responsibilities of the Deputy Executive Director may change depending on the successful candidate and other factors.

Key responsibilities of the Deputy Executive Director include:

- Assist the Executive Director in planning, organizing, and directing the services and activities of RCTC departments and programs; manage various departments and programs through lower-level management staff.
- Work closely with the Executive Director in providing guidance and direction to department directors and program managers to coordinate and direct programs and projects; lead department directors to identify and resolve organizational issues.
- Work collaboratively with the Executive Director and elected officials to facilitate and promote the Commission's goals by providing high-level representation to outside agencies, regulators, and business groups.
- Extensive interaction with an array of regulatory, environmental, transportation agencies, and subregional partners such as the Southern California Association of Governments, Western Riverside Council of Governments, Coachella Valley Association of Governments, Southern California Regional Rail Authority, LOSSAN, transit operators, cities, the County of Riverside, neighboring county transportation commissions, state and federal wildlife agencies, California Transportation Commission, Caltrans, CalSTA, U.S. Department of Transportation, U.S. Department of Interior, and many others within and outside of the subregion.

The Position *continued*

- Providing and executing strategy to advance the Commission's objectives in both Sacramento and Washington, D.C.
- Provide executive-level support as-needed to Commissioners, coalitions, and committees to which the Commission belongs to facilitate and promote initiatives that advance the Commission's agenda.
- Oversee the development and administration of the Commission's budget including funding for planning initiatives, capital projects, environmental programs, mobility programs, and other innovative solutions that are consistent with the agency's goals.

The Ideal Candidate

The ideal candidate for the Deputy Executive Director will be a humble leader and strategic thinker with the accountability to guide concepts into action and possess a keen and deep understanding of RCTC's communities and their needs. In seeking a new Deputy Executive Director, the incoming Executive Director seeks a Deputy Executive Director with unquestioned integrity, responsibility, work ethic, and transportation industry knowledge, who will be a trusted advisor, problem-solver, and implementer of the Commission's direction. This executive will possess the ability to absorb and respond to a variety of political pressures, complex policy challenges, and personnel matters with the interests of the Commission at the forefront. The candidate will present information in a logical, concise, coherent, and professional manner. The ideal candidate should have experience, intelligence, and a vision for the future of transportation for Riverside County.

The Executive Director will foster a positive and supportive work environment and support collaboration across departments while serving as a bridge between the staff and the commissioners.

The ideal candidate will be committed to serving the diverse communities in Riverside County, be well grounded in the current practices of the industry and be able to think outside the box and be creative in service delivery.

Personal traits and characteristics

- Confident and engaging professional with outstanding communication, interpersonal, and leadership skills.
- A visionary able to drive change and achieve the strategic goals of the organization in support of the Executive Director.
- Proactive and assertive in addressing legislative activity and funding sources that impact RCTC's priorities and policy functions at the local, regional, state, and federal levels.

The Ideal Candidate *continued*

- Politically astute yet apolitical; able to operate effectively in a fast-paced environment with many complex planning issues that affect the quality of life for so many.
- Ability to conceptualize and develop alliances and partnerships with other public agencies and the private sector.
- A skilled facilitator able to find solutions to key issues that include controversial topics, project delivery, finance, regulatory, and environmental compliance.
- Able to motivate others, instill an eagerness to achieve goals and successfully guide the organization going forward.

Desired Qualifications

Knowledge of:

- Highly complex principles and practices of regional transportation planning, infrastructure needs, environmental sustainability issues, and regulatory compliance.
- Policy development, funding, and legislative affairs.
- Board relations and board development.
- Organizational development, staff management, and leadership and succession planning.

Ability to:

- Provide effective leadership, vision, and coordination of the short- and long-term activities of a regional government organization in the support of planning, operations, and other key issues affecting quality of life.
- Plan, organize, administer, and coordinate a variety of large transportation-related services, projects, and programs.
- Analyze complex technical and administrative transportation-related service problems, evaluate alternative solutions, and implement effective courses of action.
- Select, motivate, and evaluate staff and provide for their training and professional development.
- Understand and integrate a variety of transportation-related programs.
- Represent the Commission effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.

Qualifying Experience and Education



Education and Experience:

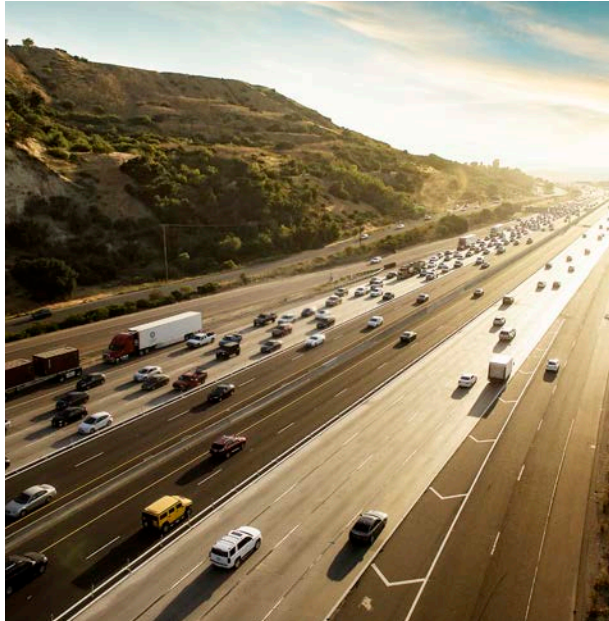
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- A Bachelor's degree in public administration, business administration, engineering, planning, or a closely related field and ten (10) years of broad and progressively responsible professional administrative and supervisory experience in planning and program management.

Compensation and Benefits

The salary range for this position is \$236,700 to \$319,548 annually and will be based on qualifications and experience. RCTC offers a competitive benefits program, which will include:

- Retirement: CalPERS retirement plan for Classic members is 2.7% @ 55 with employee paying a contribution of 8%. Benefits based on single highest year of compensation. New PEPRAs members is 2% @62 with employee paying 8% of the retirement contribution. RCTC does not participate in Social Security.
- Choice of HMO and PPO medical insurance plans.
- Employer paid dental, vision, life insurance, and long-term disability plans.
- Vacation starting at 80 hours of vacation per year as well as Holiday and sick leave accruals.
- Other benefits including educational reimbursement, professional development, and commuter assistance.
- 401(a) Money Purchase Plan: Employer contributes equivalent to 7.5% of salary each year. Employees vest in the account at 20% each year and become fully vested after five years of RCTC service.



To Be Considered

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. Candidates are encouraged to apply immediately, with the recruitment closing on **Monday, January 22, 2024**.

Candidates should submit a comprehensive résumé and a compelling cover letter immediately via email to: apply@ralphandersen.com. Confidential inquiries should be directed to Mr. Fred Wilson, Ralph Andersen & Associates at (916) 630-4900.

Riverside County Transportation Commission is an equal opportunity employer

www.rctc.org