

# DIRECTOR OF PROJECTS

ANNUAL SALARY: \$195,696.00 – \$237,864.00  
&  
GENEROUS BENEFITS!

STA is an equal opportunity employer.



**STra**

Solano Transportation Authority  
... working for you!





## THE AGENCY

The Solano Transportation Authority (STA) was created in 1990 through a Joint Powers Agreement (JPA) between the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo and the County of Solano to serve as the County Transportation Authority (CTA) for Solano. As the CTA for the Solano area, the STA partners with various transportation and planning agencies, such as the Metropolitan Transportation Commission (MTC) and Caltrans District 4.

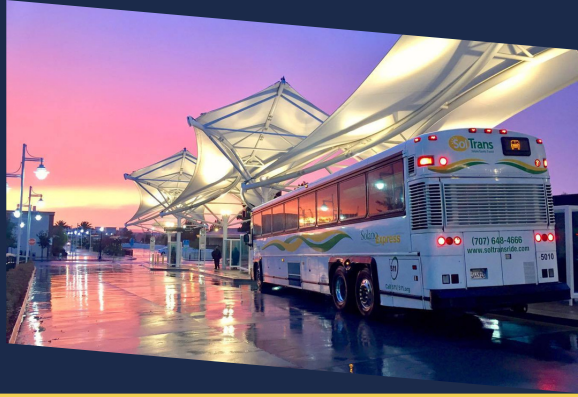
The STA is responsible for countywide transportation planning, programming transportation funds, managing and providing transportation programs and services, delivering transportation projects, and setting transportation priorities, and services as the Consolidated Transit Service Agency (CTSA) for Solano County.

The STA uses an open and inclusive public involvement process through various committees made up of local elected officials, public works directors, transit operators, and interested citizens.

The STA is committed to continually improving Solano County's transportation system so that our residents have easy access to jobs, schools, shopping, medical appointments and essential services. To that end, the STA – working with each of the cities and the county – plans for, funds, manages and delivers a wide array of programs designed to keep Solano moving. While delivering transportation projects to ensure mobility, travel safety, and economic vitality is the STA's mission, preserving and improving the quality of life enjoyed by Solano County residents underscores all that we do.

## THE REGION

Solano County is located in the northeast corner of the San Francisco Bay Area and is situated in close proximity to the Napa Valley and Sacramento region. Solano County benefits from mild winters and warm summers and is located conveniently close to recreational areas within and outside of Solano County. The STA's new office is located on the waterfront in Suisun City's historic and picturesque downtown. The office is located a short walk from a Capitol Corridor Train Station and two express bus lines with connections to the Bay Area and Sacramento.



# THE POSITION

## Summary of Responsibilities

The Director of Projects is responsible for planning, organizing, directing and coordinating the work of the department; monitors and leads consulting teams on the progress of different engineering projects that STA is directly involved as a lead or co-lead agency including reviews the work of professional engineers; and represents the agency before official bodies, regulatory agencies, contractors and the general public. The work also includes coordination among the STA's member jurisdictions, the Metropolitan Transportation Commission (MTC), the California Department of Transportation (Caltrans) and the California Transportation Commission (CTC) regarding the delivery of transportation projects, programs, and the allocation of funds. Financial responsibilities include overseeing the STA budget processes, grant writing, project management, and allocation of regional, State and Federal funds to STA as well as local agencies

**THE POSITION RECEIVES** general direction from the Executive Director, this position will be responsible for managing, planning, programming and implementing the project delivery functions of the STA through strong leadership and communication, utilizing effective and efficient administrative and financial management.

## Strategic Management

- Develops goals and strategic recommendations related to project delivery services and plans.
- Coordinates with the Executive Director and other directors to define long-term strategic plans for STA's role in funding and project delivery as the lead or co-lead agency.
- Financial responsibilities include oversight of the STA overall budgeting activities, including the approval of annual budgets by the governing board, approval of annual agency overhead rate, policies and activities relating to the timely reimbursement of payments, grant writing, and the administration and allocation of state and federal funds.
- Collaborates with the STA board, staff, consultants, and partner agencies to advance the STA "Priority Projects" and programs which address the broad transportation needs and modes, including highways, roads, rails, ferries, buses, bicycles and pedestrians.
- Represents the STA with other agencies such as Caltrans, MTC, CTC, the Bay Area Congestion Management Agencies Association and the Bay Area Partnership's technical and programming needs, along with the funding allocation committees to ensure the delivery of local projects.
- Analyzes transportation related policies and proposed legislation, and recommends positions to be taken by the STA Board.

- May be assigned Acting Director in the absence of the Executive Director and may represent the Executive Director as an Alternate at various regional organizations, including, but not limited to the Congestion Management Agency and the Bay Area Partnership

## Project Management

- Ensures the delivery of assigned projects, programs, and operations, including oversight of the engineering and project delivery staff and consultants by monitoring the work plan development, implementation, and schedules by defining project and program priorities to meet on time delivery deadlines.
- Manages project development activities including environmental, design, construction, and consultants and staff for STA lead/co-lead projects including the receipt of funding, and the required approvals from federal, state, regional and local agencies.
- Develops and delivers presentations, prepares agendas and staff reports for the Executive Director, the STA Board, and various STA policy and advisory committees, as well as the public.
- Develops and maintains productive working relationships with the Board, staff, and transportation partners to plan and implement STA's programs and policies with a focus on strong leadership, open communication, mutual trust and respect, and maintaining effective and efficient administrative and financial management.
- Provides direction on staffing, contracting, and funding options and solutions, including procurements, contract management and performance, schedules, budget and grant management, and participates and leads efforts to assess and resolve conflict issues

## Staff Management

- Provides input for development of staff roles and job descriptions, and participates in the recruitment, hiring and training of staff.
- Monitors and evaluates work assignments for staff to ensure delivery of projects, including performance measurements.
- Provides direction and guidance to staff as the point of contact for problem solving and conflict resolution.





# PAST, CURRENT, AND FUTURE PROJECTS

## Major Highway Projects

- I-80 HOV Lanes/Express Lanes – Vallejo (PSR Completed, next step is PA/ED)
- SR 12 Jameson Canyon Improvements (Completed)
- SR 37/Fairgrounds Dr Diverging Diamond Interchange (PA&E Completed, Seeking Construction Funding)
- I-80/I-680/SR 12 Interchange Complex – Being Delivered by Construction Packages, need to seek funding on next package, need to complete R/W and Construction Package 2A
- I-80 EB Cordelia Truck Scales - Completed
- I-80 WB Cordelia Truck Scales – PS&E Lead and underway, Delivered by CM/GC, STA will lead R/W, seeking Construction and R/W funding, Lead for technology implementation
- I-80 Express Lanes (Red Top Rd to I-505) – In Construction
- I-80 Express Lanes (I-505 to Yolo County Line) – Seeking PSR and PA/ED Funding
- SR 12 East – Clean California Implementation on Behalf of Caltrans
- SR 12 East – Complete Streets implementation with Caltrans SHOPP Project
- SR 29 - Complete Streets implementation with Caltrans SHOPP Project

## Local Community Projects

- Jepson Pkwy – PA/ED and R/W (Phases 1 and 2) Completed by STA, seeking funding for gap closure
- Dixon B Street Undercrossing - Completed
- STA New Offices – Completed Downtown Suisun City
- Suisun City Mobility Hub – In PS&E, to begin construction fall 2022
- Active Transportation Program – Grant assistance
- HSIP – Countywide Safety Plans, and Grant assistance

## Transit Priority Projects

- Solano Express Capital Improvements – Completed York Street, SR 37 Bus Stops, W Texas On-going, in PS&E currently

**Click [here](#) to view the STA projects page.**

## IDEAL CANDIDATE

Given the issues and priorities facing the STA, the Director for Projects must be a motivated and flexible self-starter, and a team player who enjoys moving projects forward in a fast-paced and challenging environment. The ideal candidate will be a dedicated professional who blends the best aspects of leadership and technical competence, and who is committed to problem solving and customer service. A technical background in transportation project management, including planning and programming is advantageous. Experience in project management, delivery and coordination with Caltrans is preferred.

## MINIMUM QUALIFICATIONS

**EDUCATION and/or EXPERIENCE:** A Bachelor's Degree in engineering, planning, business, public administration, or a closely related field is required and a Master's Degree is preferred. A State Registered Civil Engineer License is preferred. A technical background in transportation design, planning, programming and project management is required.

**DRIVING REQUIREMENTS:** Driving of personal and STA vehicles is necessary as many meetings and other job-related activities will be out of the STA offices. Use of a personal vehicle is reimbursed in accordance with IRS mileage regulations. Proof of insurance of personal vehicles is required and must be maintained during employment with STA. The hire for this position must have a valid California Class C driver's license and have a satisfactory driving record such that the employee is eligible for coverage by STA's insurers. All new hires will be subject to an initial DMV "pull notice" check and, following employment, annually thereafter.



# COMPENSATION & BENEFITS

**ANNUAL SALARY: \$195,696.00 – \$237,864.00**

## **BENEFITS OFFERED:**

### **RETIREMENT**

- PERS Retirement Formula
- 457 Deferred Compensation Program Available; for all employees hired into the public sector after 1/1/13 are deemed "New" members and will be eligible for an up to 3% matching contribution to their deferred comp plan by STA.

### **Medical**

- Health Insurance- STA will pay the full cost of the PERS Kaiser Bay Area Rate of up to \$2,228.36 per month
  - If the employee elects to decline health coverage, he/she will receive \$350.00 per month
- Dental insurance- STA will pay up to \$139.30 per month
- Vision Insurance- STA will pay up to \$17.36 per month

### **Life Insurance**

- STA provides a monthly premium of \$2.64 sufficient to maintain \$50,000 basic life insurance

### **Holidays**

- 15 paid holidays (3 of which are floating holidays)

### **Vacation**

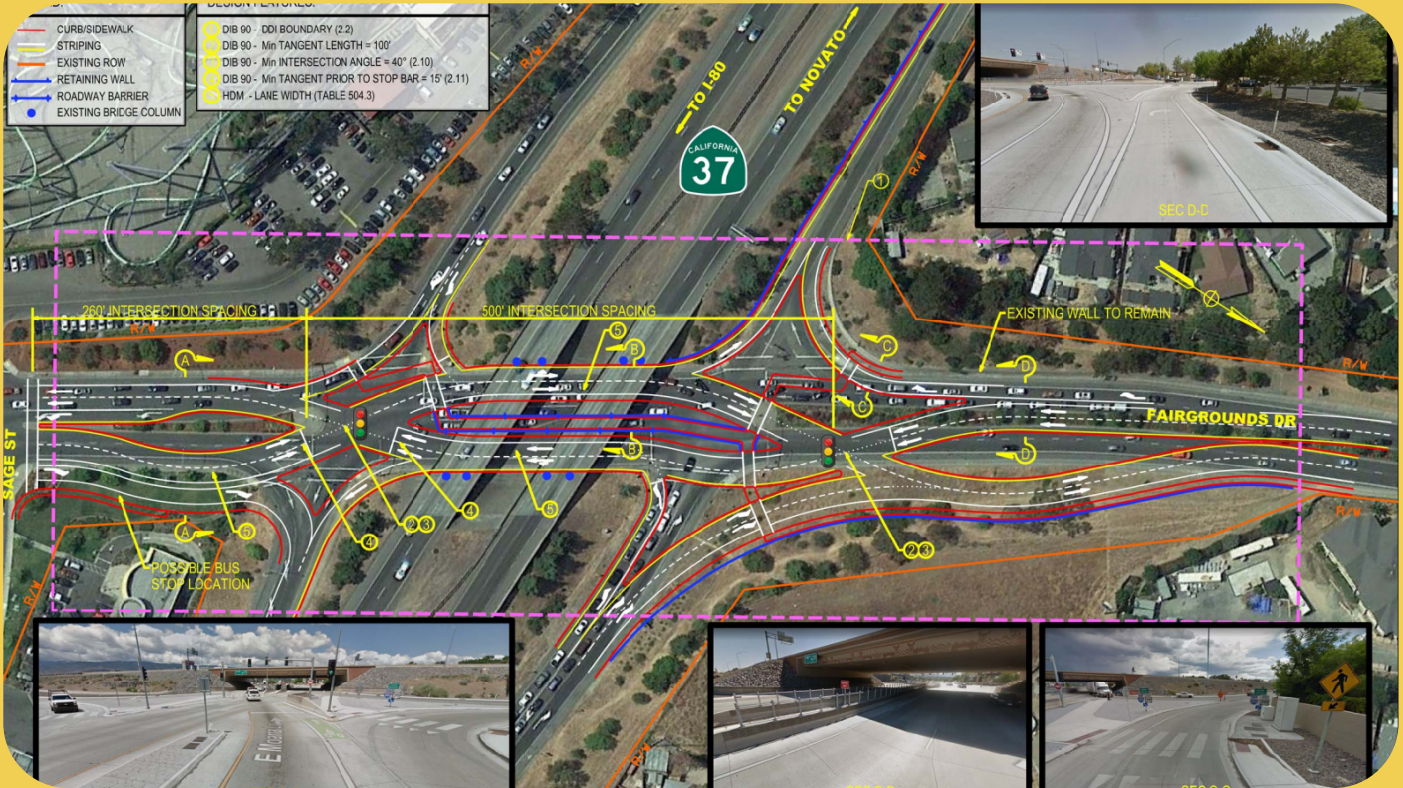
- 10 working days (80 hours) per year, until year 5 in which vacation time increases to 15 working days (120 hours).

### **Commuter Transit Incentive**

- Up to \$75.00 for usage of alternative modes of commuting limited to: trains, buses, vanpool, and ferry.







# THE SELECTION PROCESS

SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING REQUIRED ITEMS:

- Responses to supplemental questions
- Resume
- Cover Letter
- A list of three (3) professional references

*Applications that do not include all required items are incomplete and will not be considered.*

[CLICK HERE TO APPLY](#)



Koff & Associates  
A Gallagher Company

Email questions to Recruiters Edna Swaim [eswaim@koffassociates.com](mailto:eswaim@koffassociates.com) or Joshua Boudreaux [jboudreaux@koffassociates.com](mailto:jboudreaux@koffassociates.com)

**The final filing date is July 29, 2022.**

SOLANO TRANSPORTATION AUTHORITY IS AN  
EQUAL OPPORTUNITY EMPLOYER

