



Transportation Corridor Agencies™

The Toll Roads®



POSITION | Deputy Chief Executive Officer

The Agencies

Formed in the 1980s and located in Irvine, California, the Transportation Corridor Agencies (TCA) was created with the very clear mission of enhancing mobility in Orange County and Southern California by developing and operating publicly owned toll facilities as a part of the regional transportation system. TCA is a public agency responsible for planning, financing, constructing and operating the state's largest toll road network, which was financed with private funds and built with virtually no tax dollars. We work every day to provide a safe, reliable and time saving alternative to the region's congested non-tolled facilities.



TCA is comprised of two separate Joint Powers Authorities (JPA), the Foothill/Eastern Transportation Corridor Agency which includes the 241, 261 and 133 toll roads, and the San Joaquin Hills Transportation Corridor Agency which includes the 73 toll road. Although separate legal entities with separate Boards of Directors, the two JPAs are managed by one staff and expenditures are allocated based on the estimated benefit to each Agency. To learn more about the Transportation Corridor Agencies, go to: <https://www.TheTollRoads.com/>

The Position

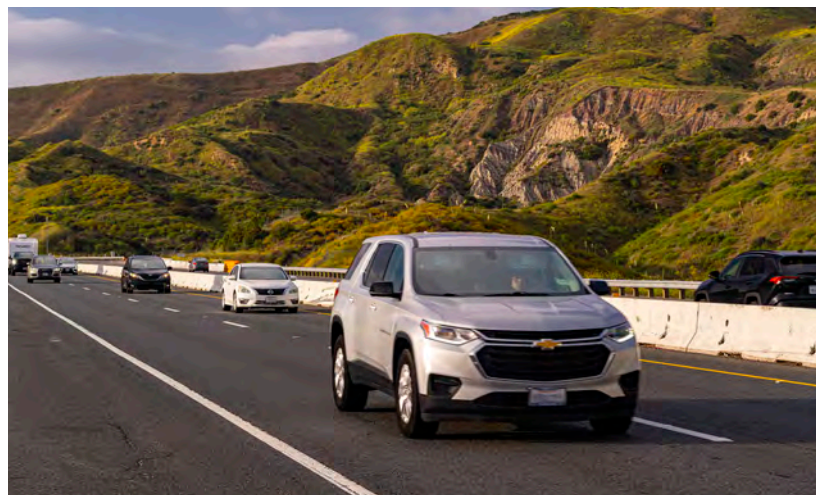
Under administrative direction, the Deputy Chief Executive Officer (Deputy CEO) provides highly responsible managerial and complex administrative support to the Chief Executive Officer (CEO) by managing critical and/or sensitive projects and priority initiatives established by the Board, providing high-level research, analysis and reports, and coordinating cross-departmental activities and internal agency functions. Under general direction of the CEO, the Deputy CEO also oversees the implementation of TCA's strategic plan with concentration on receiving input and making recommendations for action in policy development and execution. Helps develop and implement strategic long-term visioning for the Agencies while broadly communicating the branding and successes of the Agencies. In conjunction with the Boards and Executive Team, develops and executes the short and long-term strategies of the Agencies. Assists the CEO with developing, communicating and executing TCA's annual strategic initiatives.

May be assigned to manage one or more departments. Serves as Acting CEO in the CEO's absence. Performs related duties as required.

A position at this level performs difficult and complex assignments involving agency-wide impacts. The incumbent carries out general policy direction from the CEO, fulfilling assigned responsibilities within broad guidelines. This role is responsible for working with the CEO on the development and implementation of goals, objectives, policies and priorities for the Agencies and is accountable for various critical project assignments. This position requires broad knowledge of Agencies functions, diplomacy, initiative, creativity and resourcefulness along with demonstrated respect for diverse and varying perspectives to accomplish goals and objectives.

Key responsibilities include, but are not limited to, the following:

- Plans, organizes and coordinates the activities of assigned functions, programs and projects. Works with the CEO to develop strategies and programs for implementing the Agencies' goals and initiatives.
- Works closely with the CEO and Executive Team on matters pertaining to assigned programs and projects. Conducts major analytical research assignments, and develops recommendations related to a variety of administrative and operational issues with agency-wide impact.
- Researches and prepares written and oral reports recommending improvement of services, implementation of new programs, organizational improvements and/or community support.
- Monitors and evaluates the efficiency and effectiveness of organizational methods, program results and procedures.
- Develops and assists in the development of strategies to accomplish the Agencies' initiatives as established by the Boards of Directors.
- Works with the CEO and executive staff to develop Committee and Board agenda items to ensure they are done so in consideration of current Board Member perspectives and with a focus on clarity, transparency and completeness.
- Provides direction to the Clerk and Assistant Clerk of the Board on behalf of the CEO.
- Prepares and/or reviews drafts of proposed agreements. Negotiates terms and conditions. Consults with legal counsel on the preparation of contracts and legal filings on behalf of the Agencies.
- Supervises, assigns and reviews work of others. May oversee the work of contractors and/or project team members. Coordinates activities with cross-functional teams, outside parties and community groups.
- Directs and participates in the preparation of correspondence, reports, contracts, presentation materials, etc. Researches, prepares and presents oral and written reports.
- Represents the Agencies in multi-jurisdictional meetings and with community groups, advisory boards and other governmental agencies as delegated by the CEO. Serves as a liaison to inter-agency tasks forces/committees.
- Responsible for developing, communicating and implementing TCA's strategic initiatives, internally and externally, so that all employees, partners, Board Members, stakeholders and contractors understand the Agencies' strategic goals and objectives.
- Responsible for conducting a variety of organizational, operational and analytical studies and when feasible, recommending modifications to existing programs, policies and procedures.
- Responsible for establishing and reviewing key strategic priorities and translating them into a comprehensive strategic plan.
- In close partnership with the CEO and Chief External Affairs Officer, develops and maintains relationships with elected officials at local, state and federal levels of the government to educate and garner their active support of the TCA's overall strategic plans.
- Responsible for monitoring the execution of TCA's strategic plan which includes:
 - Facilitates key strategic initiatives through inception phase and ensures departments' strategic planning projects reflect TCA's strategic priorities.
 - Partners with institutional leadership, regional transportation agencies and consultants, and stakeholders to support execution of key initiatives.
 - Translates strategies into actionable benchmarks through the utilization of metrics and data
- Responsible for assisting the CEO, and senior leadership team, in creating the strategic culture necessary for the Agencies to accomplish its strategic objectives.



What We Are Seeking/Role Requirements

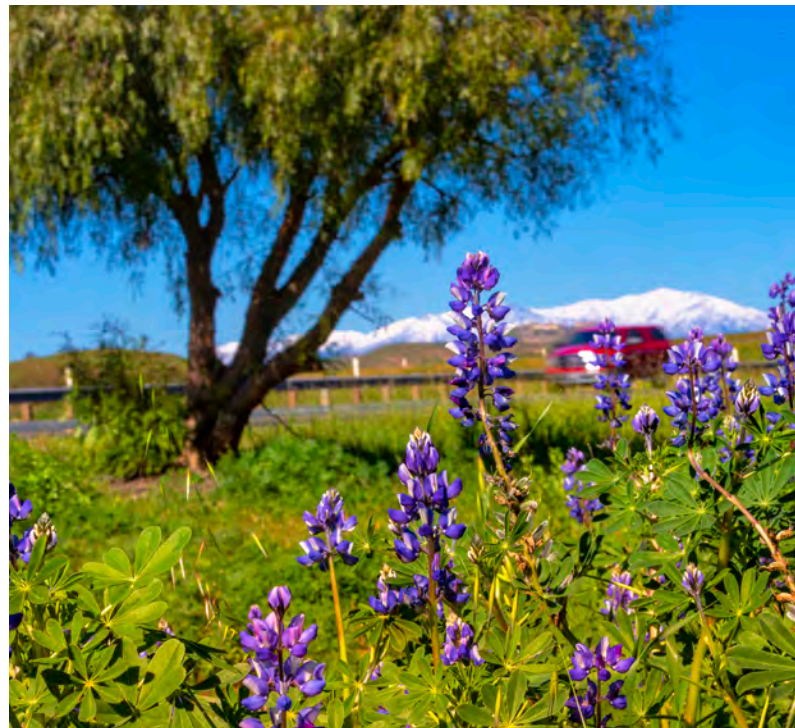
Required Knowledge of:

- Advanced principles and practices of policy development and analysis.
- Advanced principles and practices of public administration, public relations, state and federal legislative analysis.
- Principles and practices of organization, administration, personnel management and leadership, particularly as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and techniques of budget development and administration.
- Applicable federal, state and local laws, ordinances, codes and regulations.
- Principles of supervision, training and performance evaluation.

Personal Attributes, Skills and Abilities:

- Situational awareness and assessment of complex perspectives in the development and recommendation of strategies or activities.
- Ability to exercise sound judgment, initiative, decisiveness and creativity in situations involving the direction, control and planning of multiple programs and in critical or unexpected situations involving considerable risk for the organization.
- Ability to recommend modifications to existing policies and modify strategies and/or methods to meet unusual conditions within the context of good management principles. Ability to analyze and categorize data and information in order to determine consequences, identify and select alternatives. Ability to use conceptual reasoning to synthesize information including from various sources such as consulting data, advisory data and information such as organizational analyses, economic forecasts, staff reports, local, state and federal regulations, budget materials, reports, invoices, legal briefs and administrative manuals.
- Obtain knowledge of TCA budget requirements and processes and department trends, and assist the CEO in oversight of these areas.
- Interpret and apply Agency policies, procedures, rules and regulations; develop and administer sound departmental policies and procedures.

- Stay abreast of new trends, innovations, standards and guidelines in public administration and areas of responsibility.
- Gain cooperation through discussion and persuasion; establish and maintain cooperative working relationships; accept constructive criticism.
- Select, supervise, train and evaluate personnel; prepare and administer a departmental budget.
- Ability to communicate clearly and concisely orally and in writing, including with elected and appointed officials, Agency personnel, vendors, contractors, customers and residents.



- Demonstrate mastery of presentation skills and command of audience, including developing and giving presentations to Boards of Directors, City Councils, Legislators, technical groups, trade organizations and other groups on various topics.
- Direct, plan and organize major programs, projects and activities that may require creativity, innovation and an ability to quickly gain technical knowledge required to make appropriate judgments and move work to completion, including oversight of the Regional Partnership Programs and associated funding requirements.

Qualifications

- Education qualifications include a bachelor's degree in public administration, business administration or related field; master's degree is highly desirable.
- 6+ years of highly responsible public agency executive management experience; or a combination of education and experience that provides equivalent knowledge, skills and abilities.



Compensation and Benefits

TCA is prepared to offer a competitive salary in the range of \$210,571 to \$294,799, depending on education and qualifications.

In addition, we offer an excellent benefits package that includes:

Pension Plan – TCA employees participate in the Orange County Employees Retirement System. The employee's cost per pay period is based upon age at entry. TCA does not contribute to Social Security.

Deferred Compensation – TCA offers a 457 plan. TCA will match 50% of the employee's voluntary contribution, up to a maximum of 2% of the base salary.

Medical, Dental and Vision Insurance – TCA offers medical dental and vision coverage for employees and their dependents. The cost varies, according to the plan selected. The coverage is effective on the first of the month following the employee's start date.

Life & Accidental Death & Dismemberment (AD&D) Insurance – TCA provides life insurance and AD&D at no cost to the employee equal to two times the annual salary with a minimum value of \$100,000 and a maximum value of \$200,000. Supplemental life insurance is available for purchase.

Short- and Long-Term Disability Insurance – Short-term disability is paid by TCA. Long-term disability is available at a nominal cost.

Holidays – Twelve days per year/ten fixed holidays; two floating holidays are assigned and available based on the starting date.

Comprehensive Annual Leave (CAL) – CAL hours provide paid time off for rest and relaxation, personal or family illness and personal business based on years of service. Employees can accumulate up to two times their annual accrual rate. Employees can sell CAL hours each quarter if they maintain 168 accrued hours.

A "Flex" 9/80 Work Schedule that includes every other Friday off.

Application Process and Recruitment Schedule

Recruitment will remain open until position is filled. Prospective candidates are encouraged to apply soon, as review of resumes and potential interviews will be done upon receipt.

To be considered, please email your resume and cover letter to recruit@thetollroads.com.