



## Career Opportunity

# Section Director, Development & Assistant Building Progress Program Manager - CSO Division - SF Municipal Transportation Agency (5506)

Recruitment: RTF0135432-01133964

*Published: May 23, 2023*

*Accepting applications until: June 16, 2023*

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**Department:** Municipal Transportation Agency

**Job class:** [5506-Project Manager III](#)

**Salary range:** \$237,016.00 - \$255,242.00

**Role type:** Permanent Exempt [What does this mean?](#)

**Hours:** Full-time

## About:

The Office of the Chief Strategy Officer (CSO) oversees a division responsible for implementing agency-wide strategies and programs to meet the SFMTA's key policy objectives. In collaboration

with the SFMTA Executive Team, the CSO division advances agency-wide strategy execution, leads major program design and management, analyzes strategic risks and opportunities, and leads business process improvement initiatives to enhance agency government operations. The CSO division also coordinates and works with other departments and agencies of the City and County of San Francisco, transportation and mobility partners, as well as other public and policy groups, to support the SFMTA's initiatives and advance key policy goals.

The Building Progress Program is a multi-billion-dollar initiative to modernize the SFMTA campus of facilities across San Francisco. The program will improve the transportation system's resiliency to climate and technology change, protect it from major seismic events and make the SFMTA a better neighbor in the parts of the city that currently host its major bus and rail yards, street maintenance facilities, parking facilities and other operational buildings. Major elements of the program include joint-development, facility infrastructure renewal and construction and transportation electrification infrastructure. The program represents an opportunity to deeply engage with the public on transportation, urban design and land use issues and involves both internal coordination within the SFMTA and strong partnerships with the San Francisco Planning Department, Mayor's Office of Housing and Community Development, Mayor's Office of Economic and Workforce Development and San Francisco Public Works.

## **Role description**

**Recruitment ID: PEX-5506-135433**

**APPOINTMENT TYPE:** Permanent Exempt, Full Time appointment not to exceed three (3) years – This position is excluded by the Charter from the competitive Civil Service examination process and shall serve at the discretion of the Appointing Officer.

**Application Opening:** May 23, 2023

**Application Filling Deadline:** June 16, 2023

**Annual Salary:** \$237,016 - \$255,242 annually

**Additional notes:** Please note, the last three steps in this salary range represent extended ranges that require department approval based upon recruitment/retention, special skills, limited duration or exemplary performance.

**NOTE: A cover letter and resume must be attached to the online application.**

**Position Description:**

Under policy direction, the Section Director for Development and Assistant Building Progress Program Manager plays a central role in the implementation of the SFMTA's Building Progress Program, including the upgrade of facilities and buildings, joint-development projects on SFMTA-owned properties and upgrade of SFMTA campus infrastructure with the goal of implementing the policy goals of the program in the fastest timeframes possible. This position will interact daily with numerous City agencies and partners, which make up the citywide Building Progress team, representing the agency and providing high-level policy direction. The position directly supervises a team of three responsible for the SFMTA's joint-development program, infrastructure electrification program and land use and entitlements on SFMTA properties. The position also serves as the City and County of San Francisco's Project Director for the Potrero Yard Modernization Project.

### **Examples of Important and Essential Duties**

- Directs staff in the design permitting, construction, and acceptance of public infrastructure; working directly with city departments, horizontal and vertical developers, and consultants to facilitate the efficient and effective review and approval of infrastructure plans, construction management oversight of infrastructure, and public financing.
- Directs the development of and reviews proposed project concept plans; addresses environmental, planning, and infrastructure issues related to proposed projects; facilitates processing of planning, building, and development reviews and approvals.
- Serves as the Project Director for the Potrero Yard Modernization Project responsible for overseeing City's rights and obligations throughout the entire development process including predevelopment and project delivery; and generally oversees, guides and directs the Potrero Yard project team to ensure that SFMTA and City policies addressing transit infrastructure improvements and housing development are being implemented consistently and in alignment with the project objectives as well as SFMTA and City interests.
- Leads the development of major project funding plans and financing options for the SFMTA Board of Directors, Mayor's Office and San Francisco Board of Supervisors.
- Leads project feasibility analysis of potential joint-development proposals, projects or activities; develops policy analysis, policy reports, and other reports for consideration of the SFMTA Board of Directors.
- Leads the formation of public and private development agreements, project financing agreements and funding agreements, any necessary legislation to enable joint development and City objectives, and advancement of interagency memorandum of understanding.
- Leads review of project proposals during conceptual, entitlement, building, and construction stages; establishes project goals, objectives, and priorities, identifies resource needs.

- Coordinates projects with other City departments; organizes and facilitates meetings with City department staff and/or outside agencies to address project-related impacts and requests for information or assistance; participates in selection of consultants and contractors; manages consultant and contractor contracts.
- Coordinates project financing needs with City departments and developers to determine best funding mechanisms; approves financing for construction of fee-funded infrastructure and facilities; develops annual revenue and expenditure budgets for special financing districts.
- May prepare or assist in the preparation of grant applications for state and federal funds for joint-development or infrastructure projects.
- Review submittals of completeness, quality, and clarity, as well as working to resolve issues; managing and maintaining effective relationships with City staff and developers and their design and technical consultants.
- Performs related duties as assigned.

## How to qualify

### Minimum Qualifications:

1a. Bachelor's Degree in architecture, engineering, or planning plus four years of responsible architectural, engineering or construction management experience, **OR**

1b. A Bachelor's Degree in another field plus six years of responsible experience in a field directly related to the project, **OR**

1c. Eight (8) years of architectural, engineering, or construction management experience in a field directly related to the project, **OR**

1d. California registration as professional engineer or architect.

### **AND**

2. Four (4) additional years of project coordination experience, of which two (2) of those years must be for major architectural, engineering or construction projects.

### **Notes:**

1. Applicants must meet the minimum qualifications by the final filing date unless otherwise noted.

2. One (1) year full-time experience is equivalent to 2000 hours. (2000 hours of qualifying work experience is based on a 40-hour work week). Any overtime hours that you work above forty (40) hours per week are not included in the calculation to determine full-time experience/employment.

## **Desirable Qualifications:**

*The stated desirable qualifications may be used to identify candidates advancing to the interview process and/or to identify job finalist(s) at the end of the selection process when referred for hiring.*

- Background and experience in housing and real estate development principles, practices, and implementation, including the creation of development or redevelopment agreements, associated legislative materials, and management of local government finance.
- Background and experience in analysis, demonstrating project management leadership and organizational skills while managing multidisciplinary teams and guiding complex project/problem resolution that has resulted in high-quality decision making; ability to demonstrate a close familiarity with the concepts of effective team building.
- Background and experience in implementing and supporting public/private development partnerships in an urban setting involving numerous/multiple funding sources, and experience in the formation of the development program, project objectives, and requirements that meet complex agency needs as well as constraints.
- Background and experience leading or coordinating multi-phased construction projects with complex phase requirements and coordinating horizontal infrastructure aspects of large-scale private development projects, ideally in San Francisco or the Bay Area
- Background and experience in San Francisco planning entitlement codes and process; City zoning ordinances and entitlement processes; general nature of building codes.
- Background and experience in synthesizing and presenting information and/or resolving issues that touch multi-dimensional project aspects including financial, commercial, legal, and technical issues; a demonstrated ability for strong verbal and written communication skills with experience in making presentations to elected or appointed boards or commissions that address these multi-dimensional project issues and related decision points.
- Ability to effectively build working relationships with senior and executive management, developer teams, businesses, personnel from other city departments, public officials, and the general public.

## **What else should I know?**

**Verification:** Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. More information can be found at: <https://sfdhr.org/information-about-hiring-process#verification>.

Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

**Selection Process:**

Applications will be screened for relevant qualifying experience. Additional screening mechanisms may be used to determine candidates' qualifications. Only those applicants who most closely meet the needs of the Agency will be invited to move forward in the selection process.

- [Information About the Hiring Process](#)
- [Conviction History](#)
- [Employee Benefits Overview](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)
- [ADA Accommodation](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)

All your information will be kept confidential according to EEO guidelines.

For questions or inquiries, please contact: Wilson Hoang, Human Resources Analyst at [Wilson.Hoang@sfmta.com](mailto:Wilson.Hoang@sfmta.com).

**CONDITION OF EMPLOYMENT:** All City and County of San Francisco employees are required to be fully vaccinated against COVID-19 as a condition of employment. Someone is fully vaccinated when 14 days have passed since they received the final dose of a two-shot vaccine or a dose of a one-shot vaccine. Any new hire must present proof of full vaccination status to be appointed. Any new hire who will be routinely assigned or occasionally enter High-Risk Settings, must provide proof of having received a COVID-19 booster vaccine by March 1, 2022, or once eligible.

The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national

origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.

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