



King County
Bus Rapid Transit Program Manager - PPM IV

SALARY	\$57.08 - \$69.00 Hourly \$118,726.40 - \$143,520.00 Annually	LOCATION	Seattle, WA
JOB TYPE	Career Service, Full Time, 40 hrs/week	JOB NUMBER	2024MT21186
DEPARTMENT	MTD - Metro Transit	DIVISION	Mobility
OPENING DATE	04/09/2024	CLOSING DATE	4/23/2024 11:59 PM Pacific
FLSA	Exempt	BARGAINING UNIT	C4 : PROTEC17-P&T-MTD
FULL- OR PART-TIME	Full Time		

Summary

King County Metro seeks a highly organized and driven individual to serve as a Bus Rapid Transit (BRT) Program Manager. This career service position, which is classified as Project/Program Manager IV, will lead the RapidRide Expansion Team in the System Expansion and Integration work group. The RapidRide Expansion Team is responsible for leading RapidRide projects from the initiation and planning phases through the design and implementation phases. The BRT Program Manager will manage one of the nation's most ambitious BRT expansion campaigns, consisting of close to a billion dollars of capital investment over the next decade. This is an incredible opportunity to lead a program and team responsible for high visibility, transformative projects that result in fast, frequent, and reliable service for Metro customers.

About System Expansion and Integration

The **System Expansion and Integration (SEI)** group leads work on RapidRide expansion, mid- and long-range transit planning, and integrating Metro services and facilities with Sound Transit. The group is composed of three teams, one of which is the RapidRide Expansion Team that this position will lead. RapidRide, one of the nation's first and most successful bus rapid transit programs, represents the agency's highest level of investment in service and facilities to deliver safe, convenient, innovative, and reliable transit. King County Metro currently operates seven lines with an ambitious expansion program underway. The BRT Program Manager will oversee five expansion projects in various stages of development (RapidRide G, I, J, K, and R Lines) as well as early planning and development of future lines. The BRT Program Manager leads a team that owns the project initiation, planning, and preliminary design phases before handing off the project to the Capital Delivery Project Manager, who owns the project in final design and construction. The team remain as key leaders throughout the lifecycle of the project and hold ultimate responsibility for the success of projects at all phases.

This recruitment will be used to fill one (1) BRT Program Manager (PPM IV). In addition, this selection process *may be used* to generate an eligibility pool for future career service, special duty assignment, TLT (Term Limited Temporary) or STT (Short

Term Temporary) vacancies that may occur in this classification within this workgroup. The eligibility pool will be retained for 12 months from the date of posting and *may be used at the discretion of the hiring authority*.

Job Duties

Applying [equity and social justice](#) principles is a daily responsibility and a foundational expectation for all King County employees. In this role, you will apply equity and social justice principles that exemplify shared values, behaviors, and practices to all aspects of the work. As a **BRT Program Manager**, you will:

- Lead a team of staff by developing work plans, mentoring, and providing guidance and review of technical work products.
- Build a collaborative team environment and develop capacity within each team member.
- Demonstrate a commitment to racial equity and social justice, safety, and sustainability, promoting an equitable, diverse, and inclusive work environment.
- Work collaboratively and successfully with a diverse group of individuals from a variety of different positions and backgrounds.
- Develop and manage a program of BRT capital projects, including budget development, project funding and delivery strategy, program communications and community involvement, branding, fleet procurement, and program standards.
- Serve as the primary point of contact for BRT program with Metro leadership, elected officials, and other critical stakeholders.
- Develop and manage budgets, initiate grant applications and partnerships to fund projects, and engage in transparent budget oversight.
- Demonstrate excellent leadership, interpersonal and communication skills, and comfort managing multiple projects in a fast-paced environment.
- Develop and manage of a team of professional staff in planning, designing, and implementing of RapidRide expansion projects.
- Lead and facilitate large, matrixed, multi-disciplinary project teams independently.
- Direct and oversee the performance of team members responsible for:
 - Preparing project charters and project management plans, including objectives, scope, schedule, and budget.
 - Procuring planning, and design and engineering consultant resources by developing scopes of work and RFP evaluation criteria, participating in selection processes, and negotiating contract terms.
 - Monitoring and managing scope, schedule, budget, resources, stakeholders, risk, and quality for assigned projects.
- Support inclusive community engagement efforts related to projects that are aligned with Metro goals and objectives.
- Develop interlocal agreements with other jurisdictions.
- Prepare and present recommendations for transportation concepts, plans, and projects to a wide variety of internal and external audiences.
- Give oral presentations and prepare written project updates to Metro and County Executive leadership, local elected officials, and community stakeholders.
- Develop strong partnerships with local jurisdictional counterparts and a wide array of internal Metro divisions including but not limited to Capital Project Delivery and Engineering, Bus Operations, and Partnerships and Engagement.
- Identify, track, and elevate risks to senior leadership as appropriate.
- Facilitate operations planning necessary to prepare for starting bus service on new lines.
- Perform other duties as assigned.

Experience, Qualifications, Knowledge, Skills

Minimum qualifications for BRT Program Manager/PPM IV include the following:

- Bachelor's degree in planning, engineering, public administration, OR any equivalent combination of experience and education which provides the applicant with the skills, knowledge, and abilities required to perform the work.
- At least five years of progressive responsibility managing transit or transportation projects including project initiation, planning, design, implementation, and/or closeout.
- At least three years of experience leading project teams.
- Experienced project manager and relationship builder with ability to:
 - Work collaboratively with internal and external stakeholders to develop solutions to complex problems.
 - Provide strong leadership, communication, and interpersonal skills including the ability to build and lead work teams and the ability to manage and resolve issues involving multiple interests.
 - Build and lead professional staff.
 - Work collaboratively and successfully with a variety of individuals from diverse backgrounds.
 - Manage and prioritize a diverse workload to accomplish tasks on defined timelines and in a fast-paced environment.
 - Provide a strategic mindset to align work with Metro's mission, values, and goals.
- Experience developing RFPs, negotiating, and managing consultant contracts.
- Demonstrated technical writing skills showing the ability to effectively translate and interpret quantitative and technical information to non-technical audiences.
- Experience working with the diverging opinions and viewpoints of elected officials, internal and external agency staff, and the public.
- Able to communicate complex information effectively and simplistically (verbally, written, and visually) and adapt quickly to a multitude of interpersonal situations.
- Proficient in Microsoft Office suite including Word, Excel, Outlook, Teams, and PowerPoint.

Highly competitive candidates will have the following qualifications:

- Master's degree in planning, engineering, public administration or closely related field, or an equivalent combination of experience and education.
- Experience in a lead role with direct reports.
- Experience with bus rapid transit and/or transit infrastructure design, development, and implementation.
- Robust understanding of multimodal corridor planning and design best practices and/or experience leading corridor studies.
- At least three years of increasingly responsible experience managing transit or transportation capital projects.
- Experience working on projects with a high degree of political and public scrutiny.
- Strong public speaking skills.
- Professional certification (such as PMP, AICP, PE, or similar), demonstrating strong knowledge of and application of project management best practices.
- Experience leading, organizing, and motivating multidisciplinary teams and working with matrixed workgroups at all levels within a large organization.
- Ability to read and interpret engineering design plans and drawings.
- Experience navigating environmental review and right-of-way acquisition requirements to successfully complete projects.
- Experience managing grants and completing reporting requirements.
- Knowledge of and/or experience leading a project through Small Starts requirements of the Federal Transit Administration Capital Investment Grants Program.
- Proficient in Microsoft Project.
- Comfortable with a hybrid work environment.

Supplemental Information

Application & Selection Process

Submit an online employment application online at <https://www.kingcounty.gov/job>, answer the supplemental questions, attach a resume and a cover letter. Your cover letter should include details on how you meet or exceed the knowledge, skills and abilities for this position and your experiences as it relates to the primary job functions and desired qualifications. You are encouraged to translate life experiences to show how they prepare you for this role.

All the application materials will be screened for qualifications, competitiveness, completeness, attention to detail and written communication skills. The most competitive candidates may be invited to participate in one or more interviews. Final offers are contingent on successful completion of reference checks.

NOTE: Please answer ALL questions in the online employment application itself, with each of your jobs during the last 10 years listed (listing each position for each employer separately), duties explained, reasons for leaving etc.

Applications that are not complete, or do not include the required materials, may be rejected as incomplete, and not advanced in the process. Applicants who are unable to apply online should follow the instructions under Application Tips and FAQs at: www.kingcounty.gov/jobs

Who May Apply

We are accepting applications from all qualified applicants, internal and external.

Work Schedule

The work week is normally 40 hours, Monday through Friday. Alternative work schedules may be possible. This position is exempt from the provisions of the Fair Labor Standards Act, and therefore is not eligible for overtime pay.

Work Location

The primary location of the position is at the King Street Center, 201 S. Jackson St., Seattle, WA 98104. However, this will be a hybrid position (teleworking and in office). The work associated with this position will be performed or conducted through a combination of teleworking and onsite work and meetings. Employees will have access to shared workspaces at various King County facilities. Employees must reside in Washington state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

Union Representation /Job Code/Grade

Protec 17 /Job Code 243403/ Range 68

To Apply

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process or if you have questions please contact: Manal Tirhi, mtirhi@kingcounty.gov

Forbes recently named King County as one of Washington State's best employers. Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? Come join the team dedicated to serving one of the nation's best places to live, work and play.

Guided by our "True North", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce

that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

Benefits

King County offers a highly-competitive compensation and benefits package designed to meet the diverse needs of our employees and support our employees' health and well-being. Eligible positions receive the following benefits and have access to the following programs:

- Medical, dental, and vision coverage: King County pays 100% of the premiums for eligible employees and family members
- Life and disability insurance: employees are provided basic coverage and given the opportunity to purchase additional insurance for both the employee and eligible dependents
- Retirement: King County employees are eligible to participate in a pension plan through the Washington State Department of Retirement Systems and a 457(b) deferred-compensation plan
- Transportation program and ORCA transit pass
- 12 paid holidays each year plus two personal holidays
- Generous vacation and paid sick leave
- Paid parental, family and medical, and volunteer leaves
- Flexible Spending Account
- Wellness programs
- Onsite activity centers
- Employee Giving Program
- Employee assistance programs
- Flexible schedules and telecommuting options, depending on position
- Training and career development programs

For additional information about employee benefits, visit our [Benefits, Payroll, and Retirement Page](#).

This is a general description of the benefits offered to eligible King County employees, and every effort has been made to ensure its accuracy. If any information on this document conflicts with the provisions of a collective bargaining agreement (CBA), the CBA prevails.

NOTE: Benefits for Term Limited Temporary (TLT) or Short Term Temporary (STT) positions, including leave eligibility and/or participation in the pension plan through the Washington State Department of Retirement Systems, will vary based upon the terms and details of the position. Short Term Temporary positions are not eligible for an ORCA transit pass.

For inquiries about the specifics of this position, please contact the recruiter identified on this job posting.

Agency

King County

Address

King Street Center
201 South Jackson Street
Seattle, Washington, 98104

Phone

206-477-3404

Website<http://www.kingcounty.gov/>**Bus Rapid Transit Program Manager - PPM IV Supplemental Questionnaire*****QUESTION 1**

Do you have three or more leading project teams including project initiation, planning, design, implementation, and/or closeout?

- Yes
 No

***QUESTION 2**

Are you applying to this position as an eligible current or previous King County Employee Priority Placement Program Participant? AND Is this position the same or lower percentage of full-time when compared to the position held at the point of the notification of layoff? AND Do you possess the skills and abilities to qualify for this position?

- Yes, I was given a layoff notice from my role at King County and I am within two years of the effective date of my layoff. Additionally, the position I was laid off from was the same or a higher percentage of FT status when compared to this one.
- No.

QUESTION 3

If you answered yes to the question above and you are applying for this position as a Priority Placement Participant, to be considered, you must provide the following three pieces of information in the space provided: 1. The title you held when you received your layoff notice 2. The department you worked in 3. The effective date of your layoff

***QUESTION 4**

I certify that the statements made by me on the application and supplemental questions are, to the best of my knowledge, true, complete and correct. I understand that any misrepresentation or material omission of fact on this or any other document required by King County may constitute grounds for rejection, or if employed by King County, for disciplinary measures, including dismissal.

- Yes
 No

* Required Question