



**Help shape our communities  
and make the Twin Cities  
a great place to live.**



We are hiring an

**Executive Director of  
METRO Projects for Metro Transit**

# Position overview:

The Metropolitan Council is seeking a strategic and innovative leader to lead a new division in the organization that will oversee regional transitway infrastructure projects. The Executive Director of METRO Projects for Metro Transit will oversee the development of a portfolio of regional transitway infrastructure projects within the Met Council's capital program. These projects include light rail and bus rapid transit projects of significant size, complexity, and financial impact. This position will also help lead the development of the Met Council's strategic vision for regional transportation infrastructure and utilize industry best practices for development that facilitates transition from construction to operations.

The position reports to the Regional Administrator and will have direct and frequent access to the Chair of the Metropolitan Council. The position also includes working closely with the Metro Transit General Manager. This role requires a high level of leadership ability and judgment to address a broad range of operational, organizational, political, and financial issues.

**Starting salary range: \$210,000 to \$275,000 annually plus benefits**  
*(based on qualifications and experience)*

## **We're the regional government of the seven-county Twin Cities metro that includes Minneapolis and Saint Paul**

For more than 50 years, the Metropolitan Council has played a key role in coordinating regional growth and planning, providing essential services such as transit and wastewater treatment, and convening partners to accomplish ambitious goals, unrealistic for a single community, but possible as a region. As we plan for the future, we strive to foster a metro area that is livable, prosperous, sustainable, and equitable for all.

## **Our employees are dedicated to making the Twin Cities region a great place to live and work**

At the Metropolitan Council, your work makes a difference. You are part of a team that includes bus drivers, mechanics, urban planners, sewer workers, environmental scientists, housing specialists, purchasing agents – and a hundred other occupations.

## **We value our employees**

We support our employees in growing their skills and doing their best. We encourage them to balance their work commitments and their personal lives. And we offer generous benefits including retirement, employee development and wellness, and paid parental leave.



**Your  
opportunity  
to make a  
difference**



# Examples of duties:

- Establish and lead a portfolio management division to provide oversight of regional transitway infrastructure projects of significant size, complexity, and financial impact, assuring they are aligned with the Met Council's strategic regional transit vision
- Establish and maintain effective working relationships and communication with project partners, including local, state, and federal government officials, oversight groups such as the corridor management committees, and key community stakeholders
- Assess existing strategic communications plan with support from the Met Council Communications department, and develop, implement, and monitor annual strategic marketing plans for targeted projects
- Provide executive oversight over transitway infrastructure projects, which includes working directly or indirectly with all employees involved in these projects
- Make high-visibility, high-risk, and highly consequential decisions along with the Met Council Chair
- Supervise leadership and consultant staff in capital project offices
- Coordinate closely with Met Council staff, project managers, and stakeholders on numerous projects to understand project needs and risks, and to forecast changes to budgets that arise from changes in scope, schedule, and cost that evolve as projects progress
- Partner with Met Council Enterprise Risk Management to identify and mitigate project risks and provide regular communication through the Met Council's Transitway Advancement Policy
- Manage in close coordination with partner funding agencies to develop agreements, including relevant standards and requirements into the final design
- Ensure adjustments to projects and project costs are made within the budget authority for projects
- Establish, monitor, and enforce compliance with established project control standards and best practices for project development and effective integration into operations
- Manage capital program reporting, both internal and external, to the Met Council and funding partners, and provide information to executive leadership to inform priorities and decisions
- Lead development of a shared plan with stakeholders toward project feasibility
- Develop organizational structure for division and service level agreements with Met Council support function
- Interact with executive-level government or public officials and/or executive-level clients on significant program matters often requiring coordination between organizations
- Lead communication with Council Members, elected officials, project partners, the media, local community groups, and the general public regarding program design and implementation; participate in regular briefings to the Council Members on portfolio status
- Maintain close and regular communication with Metro Transit executives, directors, and other key staff representing operations, maintenance, community affairs (outreach and engagement), communications, engineering, finance, safety, service development, and other functional areas that will be responsible for the operations and maintenance of transitway infrastructure projects
- Maintain communication and accountability to Governor's office key staff for policy coordination and oversight

# Education and experience:

Bachelor's degree in business, management, public administration, or related field

10 years of progressively responsible experience in management

Previous government or public-sector experience is a plus.



**Join a team of  
award-winning  
leaders.**

## Knowledge, skills, and abilities:

- Knowledge of principles, policies, and practices of policy development and implementation, budget administration, capital planning, and project management
- Ability to plan and direct the work of managerial and professional staff; effectively guide, motivate, and evaluate staff
- Knowledge of transit capital projects, leadership principles, and sound management practices
- Ability to establish effective and collaborative internal relationships across Met Council divisions
- Knowledge of federal, state, and local laws, ordinances, regulations, and requirements
- Skilled in managing complex projects
- Ability to create and implement a clear vision for transit capital projects that fosters broad, regional support
- Knowledge of current local, regional, and state political landscape and capable of adjusting in response to shifts in political dynamics
- Skilled in preparing/administrating complex budgets
- Skilled in negotiation and conflict resolution
- Knowledge of procurement processes and techniques
- Excellent written and oral communications skills developed and delivered to an array of internal and external audiences

# Application and selection:

Interested applicants should apply online at [MetroCouncil.org/Employment](https://MetroCouncil.org/Employment).

The position is open until filled. Initial review will begin on Oct. 16, 2023.

For more information, contact:

Lynette Andersen at [Lynette.Andersen@metc.state.mn.us](mailto:Lynette.Andersen@metc.state.mn.us).

Finalists for this position will participate in interviews and a leadership assessment and will be subject to a background check.

***The Metropolitan Council is an Equal Opportunity Employer.***

