



Sacramento Regional Transit District  
Deputy Chief of Staff

<b>SALARY</b>	\$116,100.00 - \$162,588.00 Annually	<b>LOCATION</b>	Sacramento, CA
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	TBD
<b>DEPARTMENT</b>	General Manager/CEO	<b>OPENING DATE</b>	12/10/2024
<b>RECRUITMENT TYPE</b>	Internal/External		

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## Description

**THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED**

The purpose of this position is to support the Sacramento Regional Transit District's (SacRT) mission to deliver safe, efficient, and accessible transportation services by managing and coordinating high-impact projects, lead cross-functional initiatives, and provide support to ensure the agency's strategic objectives are met. The Deputy Chief of Staff will serve in a lead capacity managing the complexities of both project tasks and team/contractor dynamics; support community outreach, public relations, social media, and general communication initiatives through strategic messaging; identify and communicate with stakeholders to support future endeavors; attend community events, neighborhood associations, and other public venues to ensure that SacRT aligns its transportation service plan with the priorities of the public.

## Examples of Duties

- Continuously position SacRT as a vital, reliable, and responsible public entity engaged in all strategic special projects for the benefit of the Sacramento community and project stakeholders.
- Represent the interests and positions of SacRT in a wide range of strategic projects intended to ensure that SacRT is continuously improving its community presence, customer service, and employee programs.
- Analyze and evaluate complex public issues and make recommendations on appropriate action.
- Assist the Chief of Staff in prioritizing various issues and provide recommendations to appropriate response/resolution.
- Serve as liaison between SacRT and external project contractors working on educational outreach and communication projects; provide regular updates on contract performance and address concerns; address and resolve any conflicts or issues; ensure alignment/collaboration between parties to further project goals.
- Coordinate and/or schedule participation at various public venues and events.
- Maintain communication with other government agencies to coordinate regional issues.
- Represent SacRT's interests and positions before legislative authorities at all levels of government and recommend policies and procedures.
- Advise and assist SacRT leadership in matters involving written communications and community relations (op-eds, letters of support, news releases, social media messaging, etc.).
- Assist with the development of necessary public relations programs designed to communicate with the general public and community members.
- Develop and support detailed project plans and initiatives, including timelines, milestones, and resources required and ensure all tasks/projects are completed on time, within scope, and on budget to achieve SacRT's education and

outreach goals.

- Identify, assess, and mitigate risks that could impact project delivery.
- Oversee project/contractor budgets, ensuring resources are allocated effectively to meet project goals.
- Assign tasks to team members and ensure adherence to project schedules under direction from SacRT leadership.
- Support the Executive Management Team (EMT) by providing management oversight and strategic direction to assigned projects, programs, administrative matters, and special assignments; prepare and present monthly progress reports to SacRT leadership.
- Work collaboratively with the EMT, senior management team, various departments and business contacts in the formation, coordination, implementation, and follow up of policies, programs and projects that are developed at the General Manager/CEO and EMT level.
- Provide day to day support to the Chief of Staff and General Manager/CEO.
- Develop a list of transit supportive partners in various industries.
- Support negotiation efforts to secure favorable partnership agreements by crafting personalized pitches and proposals highlighting the value, ROI, and benefits partners will receive.
- Perform other related duties as assigned.

## Minimum Qualifications

*A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.*

**Education:** Bachelor's degree or equivalent in Business Administration, Public Administration, Communications, Marketing or a closely related field.

**Experience:** Five (5) years of increasingly responsible experience with project management, executive level management support and strategic communication, public relations, community relations or a closely related field including two (2) years of supervisory experience.

**Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.**

## Filing Instructions/Supplemental Information

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at [www.sacrt.com](http://www.sacrt.com).

**A completed employment application and proof of education, as outlined above, must be submitted online. This position will remain open until filled. Applications are reviewed as received, and interviews will be scheduled for most qualified candidates. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

**SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.  
SacRT is an Equal Opportunity EOE Employer - Minorities/Women/Disabled/Veterans.**

**This position falls under Management and Confidential Employee Group (MCEG).**

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**Agency**

Sacramento Regional Transit District

**Address**

1400 29th Street

Sacramento, California, 95816

**Phone**

9165560298

**Website**

<http://www.sacrt.com/>

**Deputy Chief of Staff Supplemental Questionnaire****\*QUESTION 1**

Describe, in detail, your experience in following areas: project management, executive management support, strategic communications, public relations, and community relations. In your response, include the employer and number of years/months you performed the function.

**\*QUESTION 2**

Describe, in detail, your experience supervising and directing staff, including details on the oversight you provided. In your response, include the employer and number of years/months you performed the function.

\* Required Question