



CITY OF
**PALO
ALTO**

Chief Transportation Official



*Your opportunity to design
the future of urban mobility.*



The Community

Located between San Francisco and San Jose, Palo Alto is a community of approximately 69,700 residents—and is home to almost 100,000 jobs. As the birthplace and heart of Silicon Valley, the City has become one of California's main employment hubs with a population that more than doubles during the daytime. Palo Alto is recognized worldwide as a leader in cutting-edge technology, medicine, and green innovation; many world-class businesses have corporate or regional headquarters here, including IDEO, AOL, Hewlett Packard, Palantir Technologies, Palo Alto Medical Foundation, SAP, SSL, Tesla, Varian Medical Systems, and VMware. Numerous start-ups are also at home in Palo Alto, arguably making it the start-up capital of the world.

Stanford University is integral to the history and prestige of Palo Alto and, as a result, the community itself is dedicated to life-long learning. The university's cultural and educational offerings are integral to the vibrancy and charm of Palo Alto, while the City's exceptional school district ranks among the top public-school systems in the country. With almost 50% of adult residents holding a graduate degree or higher, Palo Alto is frequently listed as one of the most educated cities in the nation.

Home to picturesque tree-lined streets and historic buildings that reflect its California heritage, Palo Alto boasts a genuine sense of community and an active citizenry with strong environmental values. Beautiful neighborhoods are complemented by a vibrant downtown area and a bustling economy with premium shopping and dining options. Excellent health care facilities, theater and the performing arts, film festivals, and vast recreational options

are just some of this incredibly desirable community's cherished amenities. To learn more, visit <https://www.cityofpaloalto.org>.

City Government

Palo Alto is a full-service Charter City with a council-manager form of government; the seven-member City Council is elected at-large. The Mayor and Council appoint the City Manager who is responsible for the strategic direction and day-to-day operations of the City government. The City is further organized into fourteen departments/offices employing 1,041 full-time staff. The City's FY 2018-19 budget totals \$711.2 million, including \$210.7 million in General Fund.

Palo Alto is an award-winning City recognized nationally as innovative and well-managed, one of a small number of California cities with a AAA bond rating. City services and performance also receive high marks from community members in the annual citizen survey conducted by the National Research Center. Many of those ratings put City programs and services in the highest percentiles among the hundreds of benchmark cities in the survey. Over recent years, Palo Alto has repeatedly been named one of the most livable cities in the U.S. by Livability.com and the only city to date to receive the Platinum Beacon Award in sustainability best practices by California's Institute for Local Government. Numerous other recognitions occur each year.

As a rule, Palo Alto employs comprehensive processes and proactively seeks to involve its highly informed, educated, and engaged constituents. Projects are naturally a cooperative effort between Boards and Commissions, City Council, engaged citizens, neighborhoods and developers, and staff.

The City recently reestablished its transportation services division as the Office of Transportation reporting directly to the City Manager instead of being a division within the Planning and Community Environment Department in response to the increasing prominence of mobility issues in Palo Alto and throughout the region. Transportation is consistently a top priority for city leaders and Palo Alto is committed to dedicating the resources necessary to ensure the mobility-related goals of the City Council are advanced.

Office Of Transportation

Located with the City Manager's Office, the Transportation Office enhances safety and mobility in Palo Alto's transportation system while protecting environmental resources and preserving the community's quality of life. Currently consisting of 12 FTE, the Transportation team is responsible for the bicycle network, neighborhood traffic calming, traffic operations, parking management, area transportation studies, public transit service, the Palo Alto Shuttle system, and regional transportation activities. The Office also provides staff support to the Planning and Transportation Commission. Work performed by the Office generally falls into the categories of:

Bicycling and Walking

Palo Alto has been at the forefront of bicycle and pedestrian planning since the early 1980's when the City developed the nation's first bicycle boulevard. Combined with a lively and historic downtown, and great connections to Stanford University and regional transit, the city effectively encourages commuters, students, and visitors alike to bicycle or walk at much higher rates than other South Bay communities. Palo Alto can build upon

this history and demand for bicycling and walking to solidify its status as one of the most bicycle friendly communities in California, if not the nation.

Traffic Operations and Safety

The Transportation Office manages the operations and modifications of a network of 100 traffic signals and responds to traffic calming and other safety related inquiries. It is also responsible for the collection and evaluation of traffic data and the review of all private development and traffic capital improvements projects.

Safe Routes to School

Palo Alto's Safe Routes to School program is one of the most successful in the country with an average of 44% of high school students commuting to school on bicycles thanks to the bike-friendly infrastructure within the community.

Parking

The Office of Transportation oversees the entire parking system. Palo Alto offers a multitude of parking options to residents, employees, and visitors through on-street parking, off-street parking lots, and parking garages.

Palo Alto Shuttle

The City's Shuttle system is free to riders, accessible to everyone and accommodates bicycles.

Rail Grade Separation – Connecting Palo Alto

Connecting Palo Alto is a community-based project to address long-standing challenges associated with at-grade rail crossings on the Caltrain corridor that run through Palo Alto. The collaboration with the community will affect community aesthetics and mobility choices for future generations.



Chief Transportation Official

The Chief Transportation Officer (CTO) will have the rare opportunity to establish this reimagined Office of Transportation with support from the City Manager to build a strong team and reshape transportation services in Palo Alto. The CTO will serve as the principal staff advisor and consultant on traffic, transportation, bicycle, pedestrian, and parking related matters. Further, this professional is expected to serve as Palo Alto's primary advocate and relationship builder for important regional transportation matters such as interagency coordination and negotiations, congestion management, alternative modes, and funding issues.

Additional key responsibilities include:

- Directing the performance of the transportation planning program, including the periodic update of the Transportation Element of the City's Comprehensive Plan;
- Coordinating and guiding all transportation and mobility activities, plans, and projects;
- Developing strategies to improve neighborhood and pedestrian safety, including seeking out innovative approaches to reduce excessive traffic and speeding;
- Collaborating with other city departments to ensure effective project coordination;
- Meeting and consulting with city departments as well as a broad range of external stakeholders regarding mobility planning, parking, and traffic circulation and safety;



- Guiding preparation of the Office's operating budget, written reports and statistical analyses, City Council reports, resolutions, and ordinances;
- Negotiating and overseeing the effective management of all transportation-related contracts and facilities; and
- Keeping the City Manager and City Council updated on pertinent transportation issues and developments at the local, regional, state, and national levels.

The Ideal Candidate

The ideal candidate will be a visionary and inspiring urban transportation professional who is energized by the challenges and opportunities associated with a desirable and dynamic world class community known for its exceptional quality of life and incomparable amenities. He/she will convey a sincere passion for championing multimodal options that enhance mobility in a city internationally recognized for pioneering research and innovation.

Guided by a strong team orientation, the ideal candidate will be an effective and empowering delegator who is generous in acknowledging quality work and outcomes. The CTO must be capable of creating a culture that welcomes input and ideas from staff and values continuous improvement. In addition, he/she will be an admirable mentor who takes personal interest in the careers of subordinates and displays the ability to reveal meaningful connections between the contributions of the team and the impact on the community on an ongoing basis.





The individual selected will be a results-oriented manager with an impressive project completion track record. Demonstrated success in balancing multiple priorities and high-profile projects simultaneously will be expected. This driven public servant will bring enthusiasm and transferrable momentum to projects along with the innate ability to gain cooperation and assistance without formal authority.

This experienced public sector manager will be an active and empathetic listener with outstanding interpersonal skills and have a history of building and maintaining productive relationships. As one who is naturally collaborative, he/she will set an expectation of staff to work respectfully and seamlessly with other city departments, cementing the Office as a valued business partner committed to achieving the City Council's goals.

This confident professional will be an excellent and articulate communicator with superior writing skills. A highly skilled facilitator, the individual selected will also be a master of the art of community engagement while exhibiting a genuine interest in the concerns and opinions of stakeholders. With Palo Alto's citizenry among the most engaged anywhere, the ideal candidate will also demonstrate a passion for community engagement and pursuing strategies for building community awareness and support for balanced transportation options. He/she will also demonstrate the skills and experience needed to work within a council-manager framework to develop alternatives and support collaborative decision-making on projects and programs.

The ideal candidate will be well-versed in all aspects of urban transportation. Extensive expertise in transportation planning, traffic engineering, parking, and applicable state and federal legislation will be expected. He/she will be intimately familiar with industry trends and best practices and exhibit a sophisticated understanding of Complete Streets policies and practices. Six years of professional level experience, including at least two years of supervisory or managerial experience and a Bachelor's degree in civil engineering, urban planning or related field is required. A Master's degree in civil engineering, urban planning or public or business administration is desirable.

Compensation & Benefits

The salary range for the Assistant Director is \$136,593 - \$204,880; placement within the range will be dependent upon qualifications and experience. In addition to salary, Palo Alto offers a competitive benefits package that includes but is not limited to:

- **Retirement** – CalPERS 2% @ 60 formula for Classic employees; 2% @ 62 formula for New Members.
- **Medical Plan** – City pays a flat rate contribution (up to \$2,088 in 2018 per month for family coverage) and employee pays in accordance to health plan option selected, between \$0 to \$1,478.78 in 2018.
- **Dental and Basic Vision Plans** – fully paid for by the City for employee and dependents.
- **Vacation** – 120-200 hours annually depending on years of service.
- **Management Leave** – 80 hours per calendar year, eligible for cash-out.

- **Other Leave** – 96 hours of sick leave per year; 12 paid holidays.
- **Life and AD&D Insurance** – fully paid up to one-time annual salary.
- **Additional Benefit** – annual contribution of \$2,500 for IRS Section 125 compliant uses such as Flexible Spending Accounts, Non-taxable Professional Development Spending Account, deferred compensation, or health club membership.

Application & Selection Process

The closing date for this recruitment is midnight on **Sunday, April 7, 2019**. To be considered for this opportunity, upload cover letter, resume and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.

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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by one of the consultants. Candidates deemed to be the best qualified will be invited to interview in Palo Alto by early May. The City Manager anticipates making an appointment shortly, thereafter, following the completion of thorough background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.