



**SFMTA**

# Executive Career Opportunity



## **Chief Administrative & Financial Officer**

The San Francisco Municipal Transportation Agency has retained CPS HR Consulting in seeking a Chief Administrative & Financial Officer. This is an opportunity to join one of the nation's largest, most progressive, innovative, and diverse agencies with the cleanest, greenest transit fleet in North America.

# About the City and County of San Francisco



San Francisco's city departments and agencies impact the lives of the City's nearly million residents and commuters. City team members have the ability to touch lives and enrich communities in one of the most diverse places in the country.

To learn more about the City and County of San Francisco go to: [City and County of San Francisco \(sf.gov\)](https://www.sf.gov)

## The Agency

The San Francisco Municipal Transportation Agency ('SFMTA'), a department of the City and County of San Francisco is responsible for the management of all ground transportation in the City. SFMTA keeps people connected through the San Francisco Municipal Railway (Muni), the nation's seventh largest public transit system. The Agency's additional responsibilities include managing parking and traffic, bicycling, walking and the regulation of taxis. With a staff of more than 5,700, SFMTA's diverse team of employees is one of the City's largest with representation by 18 labor organizations.

Established by voter proposition in 1999, the SFMTA is the department of the City and County of San Francisco that oversees Muni, parking and traffic, bicycling, walking and taxis. It is distinct in the United States as a comprehensive agency responsible for all aspects of transportation for the city it serves. The Agency is governed by a Board of Directors, appointed by the Mayor and confirmed by the Board of Supervisors. The SFMTA Board of Directors provides policy oversight for the Agency, including approval of its budget and contracts, and approval of proposed changes of fares, fees, and fines to ensure that the public interest is represented.

**\$1.295 billion**

Annual Budget

**5,700+**

Employees

**267**

Miles of Rail

**1,096**

Total Service Vehicles

**49**

Sq. Mile Service Area

**66**

Facilities

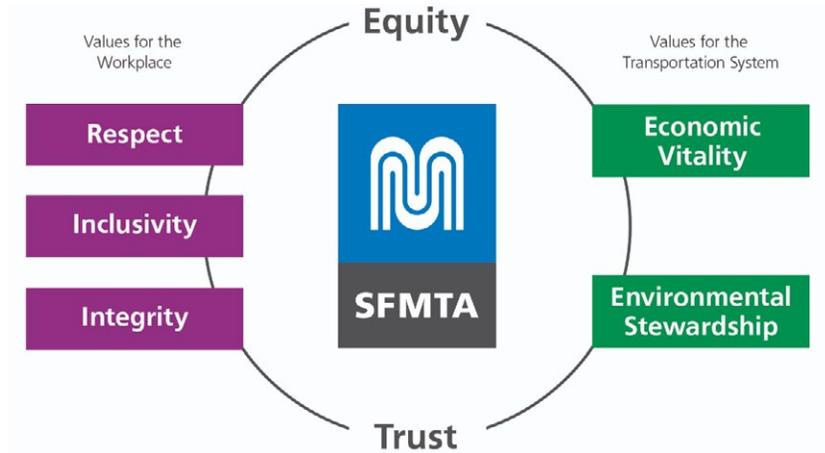


# Vision

A city of diverse and vibrant neighborhoods seamlessly connected by safe, reliable affordable for all. We envision a transportation network that improves the daily lives of everyone who lives, works in or visits San Francisco. Our transportation network:

- » Gets people where they need to go
- » Supports the City's economy
- » Support racial, social and transportation equity
- » Provides options that work for all
- » Prioritizes transit, walking and bicycling
- » Combats climate change

# Workplace Values



## The SFMTA...an agency rich in culture and history...

Muni begins service with the debut its first line in 1912, the A Geary, an electric streetcar on Geary Street. Today, San Francisco's transit agency is known as "Muni," and is recognized as the oldest publicly-operated transit system in the nation. Muni became a division of the SFMTA in March of 2000.



## What We Do

The SFMTA builds, operates, regulates, and maintains a diverse system of public transit, paratransit, taxis, shared bicycles, scooters and mopeds, as well as manages the streets that support all the ways that people and goods move around.

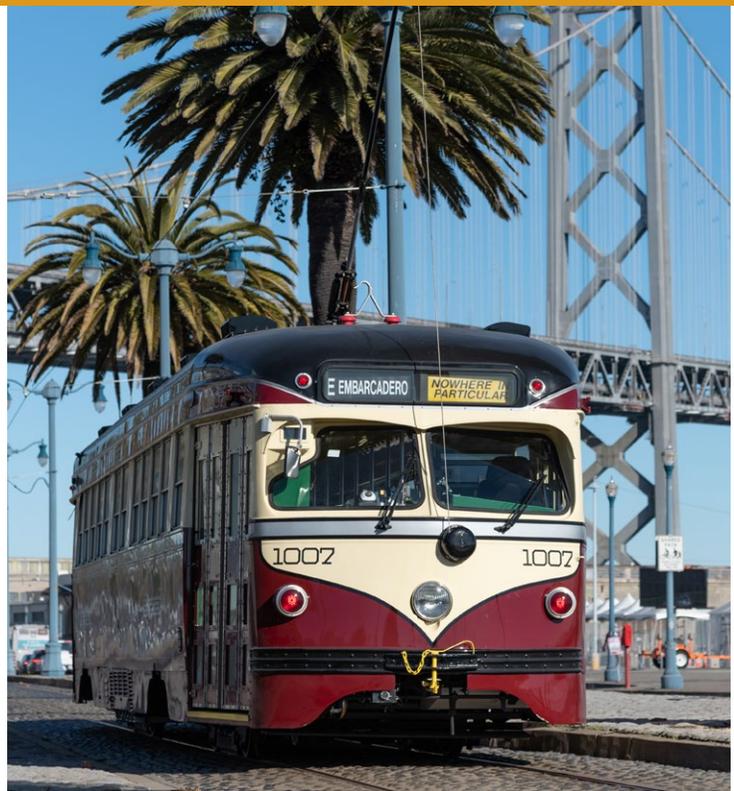
San Francisco's transportation system is shaped by policies and programs at federal, state, regional and local levels. These policies span transit, urban development, housing and climate change regulations, and will continue to impact future projects, programs and policies in San Francisco for years to come.

With more than 3,500 transit stops, Muni keeps people connected, delivering more than 700,000 passenger boardings on an average weekday and offering unmatched accessible transit service to San Francisco's 800,000 residents and a workday population of approximately 1.2 million.

### Divisions

The SFMTA consists of (11) main divisions: Capital Programs & Construction, Communications & Marketing, Finance and Information Technology, Government Affairs, Human Resources, Office of Racial Equity & Belonging, Streets, Ombuds Office, System Safety, Taxis & Mobility Services and Transit.

- » To find more information regarding SFMTA please go to: [www.sfmta.com](http://www.sfmta.com)
- » To view the SFMTA Strategic Plan, click [here](#).



### Racial Equity within the SFMTA

The SFMTA is committed to prioritizing racial equity, social equity and inclusion in its decision-making in order to correct past inequitable outcomes in San Francisco. This commitment extends to the operations and management of the Agency's worksites.

In November 2020, the SFMTA Board of Directors approved and adopted Phase One of the Agency's Racial Equity Action Plan, which focuses on internal programs and policies. The plan commits us to specific actions in hiring, recruitment, how we retain and promote employees, and how we support our employees' professional development. It also promotes diverse and equitable leadership and takes steps to create a culture of inclusion and belonging. More information can be found here: [Racial Equity Action Plan | SFMTA](#)

# The Position

The Chief Administrative & Financial Officer is an executive-level position with expansive duties as the top financial advisor for the Agency include preparing and overseeing the Operating Budget (\$1.3 billion) and Capital Budget (\$2.5 billion) along with various business support units including: contracts/procurements, grants administration, finance, accounting, real estate, hearings, information technology and related activities, debt financing/issuance and capital financing.

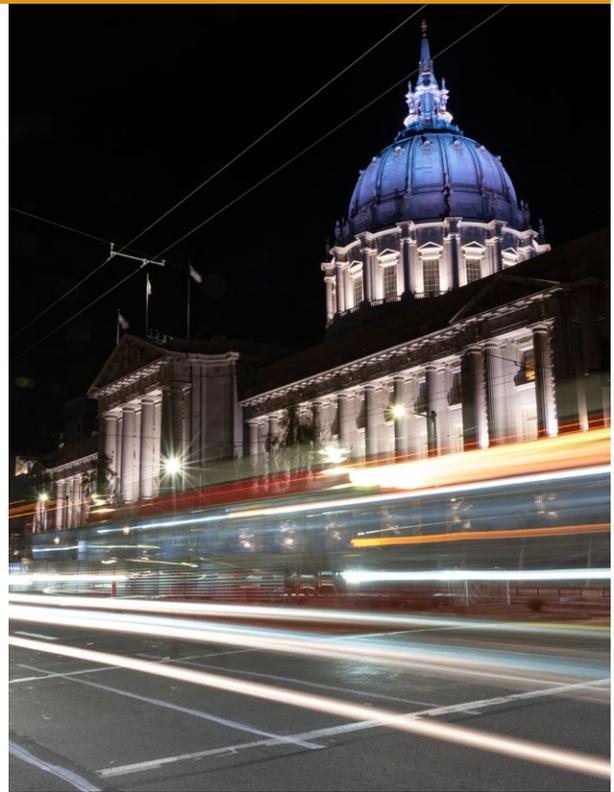
Reporting to the Director of Transportation (DOT), the Chief Administrative & Financial Officer (CAO) provides financial and administrative leadership to SFMTA, leading and directing the Finance and Technology Division's activities. The CAO is an advisor to the DOT in providing overall leadership in formulating and achieving the mission, goals, and objectives of the SFMTA. This position provides counsel to the DOT, Executive Team and Board of Directors on significant matters affecting SFMTA's finances, administrative operations and policies.

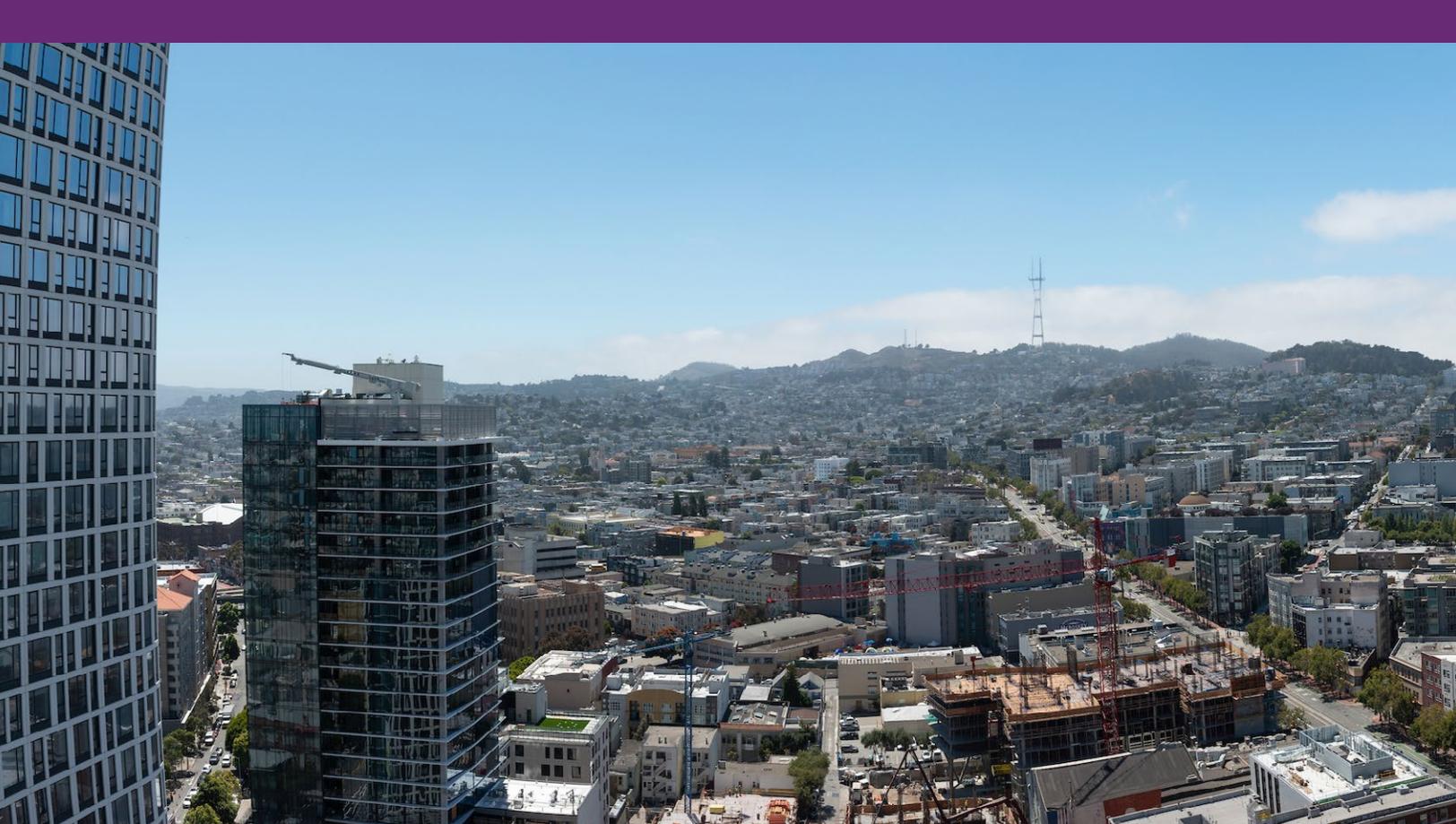
This position is responsible for the effective and efficient operation of various business support sections within the Finance and Technology Division, including Revenue Collection & Sales, Accounting & Payroll, Administrative Hearings, Budget, Financial Planning and Analysis, Contracts, Procurement & EEO, Facilities and Real Property Management, and Technology & Integration. The Division is comprised of approximately 500 employees. This role is responsible for all fiscal and fiduciary management aspects agency-wide including maintaining the Agency's visibility and high credit rating among investor and bond rating agencies.

This position is critical to the Agency and plays an active role in implementing the Strategic Plan through ensuring their division advances the following policies, procedures, and initiatives:

- » Improves the organization's financial stability and ensures transparency of financial status.
- » Secures additional funds, including grants, as needed to support SFMTA's priorities.
- » Fully implements Grant Management and Compliance functions.
- » Ensures efficient and effective use of resources and improves internal controls.
- » Manages real estate assets effectively and provides financial oversight to various real estate development projects.
- » Leads, plans, designs, implements, maintains, and supports technology systems, processes, and solutions based on business requirements, best practices, and industry standards.
- » Incorporates state-of-the-art technology in day-to-day business processes to enhance customer experience.
- » Improves data collection and management reporting to champion delivery of excellent transportation services

In addition to managing internal and external resources and upholding an organizational cultural of collaboration, communication accountability, respect, inclusivity and integrity, the CAO oversees an array of other important and critical duties.





## The Ideal Candidate

The ideal candidate will possess exceptional financial acumen with successful leadership and executive level oversight of administrative and fiscal activities in a large, complex public agency with a portfolio including public administration and transit/capital projects.

### The ideal candidate will have:

- » Experience providing visionary leadership and culture change to a large team within an agency with diverse responsibilities.
- » Public finance, public policy & administration expertise, and financial acumen to lead a complex public sector agency.
- » Demonstrated leadership and team building skills, such as the ability to build employee morale and develop staff from diverse racial/ethnic and gender identity backgrounds.
- » Demonstrated ability to lead diverse teams (both in terms of functions and identities).
- » Demonstrated commitment to prioritizing racial equity, diversity and belonging in the workplace and in policies, processes, and plans.
- » Demonstrated success in collaborating and partnering with internal and external stakeholders.
- » The ability to effectively communicate the SFMTA's financial status and needs to a wide audience including internal stakeholders, elected and appointed officials, the SFMTA Board of Directors, the Board of Supervisors, the Mayor's Office, City's Controller, stakeholders, and community and regional partners.
- » A demonstrated commitment to ensuring transparency and accountability in all financial transactions, consistent with the highest level of professional and ethical standards.
- » Competency in modern workplace issues of diversity and racial equity.
- » Demonstrated success in working effectively in and with high performing teams that may include individuals from multiple agencies and financial consultants and manage in an environment where diverse and sometimes conflicting interests must be considered.
- » Tact, political acumen, empathy, and integrity.



## Key Leadership Traits

- » Relationship Builder
- » Collaborative Leader
- » Team Developer
- » Foster inclusion and belonging
- » High level of integrity
- » Continuous Learner

## Experience And Education

**Education:** Possession of a bachelor's degree from an accredited college or university with major course work in accounting, public finance, public administration, public policy, business administration, or a closely related field is required. An advanced degree (MBA or MPA) is a plus.

**Experience:** Ten years of senior level management experience in the oversight of complex public financial and business operations within a diverse, division-based organization. Experience should include presenting annual budgets to elected or appointed officials; successful partnerships with operating/implementing departments; gathering and evaluating financial information and making actionable recommendations to senior leadership; and partnering with executive staff in a senior financial-management role resulting in the development and implementation of creative financial management strategies. Experience should also include managing a senior level, diverse team – in terms of both background/identity and functions.

**Substitution:** Possession of a master's degree from an accredited college or university in accounting, finance, public administration, public policy, business administration, or closely related field may substitute for two years of the required experience.

**Certification:** Licensed as a Certified Public Accountant (CPA) or other financial designation is not required although may be a plus.

# Compensation, Benefits & Perks

The annual salary range for the Chief Administrative & Financial Officer is \$202,566 to \$258,466. Placement within the salary range will be based on the selected candidate's experience and qualifications. The actual salary will depend on the qualifications and experience of the individual selected. Relocation assistance is available and is negotiable.

In addition to a competitive salary, the SFMTA offers excellent benefits package that includes:

- » Medical: Providers are Health Net (CanopyCare HMO), Blue Shield of CA (Trio HMO, Access + HMO, PPO Accolade) and Kaiser Permanente
- » Vision: Providers are VSP (Basic, Premier)
- » Dental: Providers are Delta Dental (PPO), DeltaCare USA (DHMO) and UnitedHealthcare Dental (DHMO)
- » Retirement: San Francisco Employees' Retirement System (SFFERS)
- » Life and Disability Insurance
- » Surrogacy and Adoption Assistance Plan
- » Flexible Spending Accounts administered by WORKTERRA

## Well-Being Benefits and Support:

- » Employee Assistance Program
- » CredibleMind: a multi-media platform for mental health and emotional well-being content and resources.

## In addition, other benefits include:

- » Paid Time Off (PTO): Vacation, sick leave, management leave, floating Holidays
- » Holidays: Twelve (12) paid holidays a year (including the newly added Juneteenth Holiday)
- » Transit Pass
- » Cultural Employee Resource groups

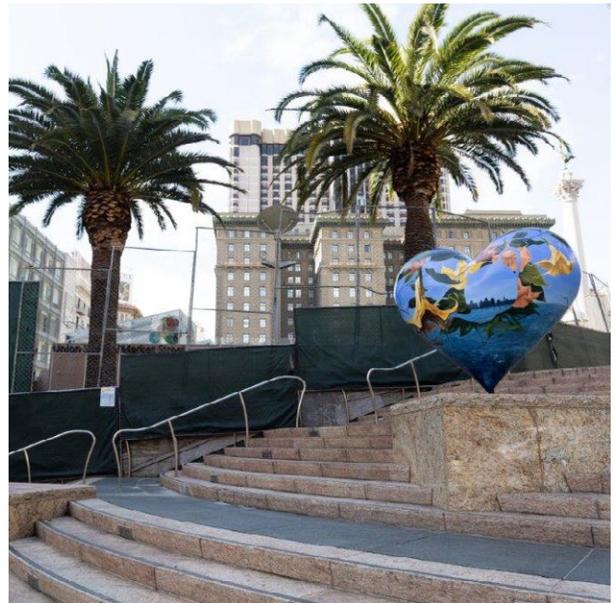
For more information on the provided benefits, click here: [2022 MEA Guide.pdf \(sfhss.org\)](#)

## MOU Covered Benefits & Perks:

The Chief Administrative & Financial Officer is covered under the Municipal Executives' Association (MEA), Miscellaneous Memoranda of Understanding (MOU) which provides:

- » M CCP Post-Appointment Adjustments
- » Management Training Funds
- » Professional development opportunities (\$2,000\* per fiscal year for tuition, internal or external training programs, professional conferences, executive coaching, professional licenses, etc.)
- » Reimbursement for the purchase of electronic equipment (\$1,000\* per fiscal)

\*The designated amounts provided are scheduled to be increased for the new MOU covered years. More information can be located online: <https://sfdhr.org/memoranda-understanding>





## About San Francisco

San Francisco is undeniably the most compelling destination in North America. It is a cultural, commercial and financial center in Northern California. It is the 17th most populous city in the US and the 4th most populous in California with 873,965 residents. There are luxurious hotels, delicious restaurants that will make you leave your heart in San Francisco, inspiring attractions, and hundreds of parks and historical landmarks that will take your breath away. The city and the surrounding Bay Area is a global center of the sciences and arts and is the home to number of educational and cultural institutions such as University of California, San Francisco (UCSF), the University of San Francisco (USF), San Francisco State University (SFSU) and the California Academy of Sciences. To discover more about these San Francisco neighborhoods, visit:

[San Francisco Neighborhoods and Districts | San Francisco Travel \(sftravel.com\)](https://www.sftravel.com)

With the mild weather year-round with temperatures seldom rising above 70° F or falling below 40° F, being outdoors will be your venue of choice. San Francisco is built atop more than 40 hills spread across just 49 square miles.

The City of San Francisco offers museums, outdoor concerts, cultural festival, live theater in the parks and more entertainment to fill up your calendar.

In San Francisco, there's excitement to explore around every corner of the city as well as the neighborhoods around the Bay Area. The cliffs and coves of Monterey, the breathtaking landscapes of Yosemite, and the wineries of Napa and Sonoma are all within a drive.

The City's top-level professional sports teams include the Golden State Warriors, four-time NBA champions. Local teams also include Oakland Athletics, San Francisco Giants (three-time MLB World Series Champions), San Francisco 49ers and many more. There are legendary golf courses including Pebble Beach which is the number 1 golf resort in America. In 2019, the Championship returned to Pebble Beach for a sixth time — more than any course in the last 50 years.

# Employment Conditions



## COVID-19 Vaccination Requirement

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.

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## Disaster Service Work

All City and County employees are designated by both State and City law as “Disaster Service Workers.” In the event of a declaration of emergency, any employee of the City and County of San Francisco may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignment and may continue into the recovery phase of the emergency.

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## Telecommuting

Effective July 2022, SFMTA employees covered by the Municipal Executives’ Association MOU may participate in the Telecommuting Policy for (2) days of remote work and (3) days of onsite work. Employees may telecommute more than (2) days per week, subject to approval of the HR Director.



# Application Process And Selection Procedure

The final filing date is July 1, 2022. To be considered, please submit a résumé, cover letter/letter of interest with salary expectations, and six work related references (two supervisors, two direct reports and two colleagues who will not be contacted in the early stages of the recruitment) to:

<https://www.cpshr.us/recruitment/2032>

Résumés should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



Pam Derby

Email: [pderby@cpshr.us](mailto:pderby@cpshr.us)

(916) 471-3126

Website: [www.cpshr.us](http://www.cpshr.us)

Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the SFMTA. The SFMTA will then select candidates who will be invited to participate in interviews. An appointment will be made following comprehensive reference and background checks. The appointed candidate must provide proof of COVID-19 vaccination or request (and receive approval for a religious or medical exemption to the COVID-19 vaccination, prior to employment).



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.