

CAREER OPPORTUNITY



# DIRECTOR OF TRANSPORTATION

TRANSPORTATION DEPARTMENT  
CITY OF PASADENA, CALIFORNIA

**SALARY: \$195,448–\$244,309 DOE/DOQ**

**T**HE CITY OF PASADENA IS LOOKING FOR A **DIRECTOR OF TRANSPORTATION** to lead the City's transportation department into a sustainable and equitable future! The Director will be a forward-thinking and strategic administrator who will oversee the fiscal year's 2024's operating budget of approximately \$44 million, a capital budget of nearly \$184 million, and a staff of 54. The ideal Director will take a high-level approach to transportation planning, with a deep passion for and understanding of how transportation impacts communities—uniting or dividing neighborhoods, growing or shrinking wealth inequity, and increasing or limiting access to vital services. With significant Capital Improvements upcoming, the City is seeking a Director with experience in finance, particularly in the areas of budget creation and oversight, grant funding, and cost reduction. The ideal Director will be a technically skilled administrator with exceptional interpersonal skills, who is enthusiastic about collaborating with constituents, special interest groups, and City Council to strategize innovative solutions to safety and transportation concerns.

We encourage you to find out more about what makes Pasadena such an amazing community to work, live, and play at **VISIT PASADENA** and **CITY WEBSITE**. Shape the way Pasadena moves, now and in the future—apply today!

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# THE COMMUNITY

**T**HE CITY OF PASADENA HAS A LONG, RICH HISTORY of cultural diversity and innovation. Pasadena values and celebrates our community's different cultures, backgrounds, and lived experiences. The City is committed to transparency, accountability, and excellence in local government. We are leading efforts to provide affordable housing, serve as a model for environmental sustainability, and improve the quality of life for everyone. The City is nestled in the west foothills of the San Gabriel Mountains, just 15 miles north of downtown Los Angeles. This ethnically and economically diverse City is home to about 140,000 people and thousands upon thousands of visitors to its many exciting venues and events.

Its economy thrives on the educational and entrepreneurial features of the City, including the **California Institute of Technology (Caltech)**, **Art Center College of Design**, and **Pasadena City College**. Historical homes and landmarks line the streets of Pasadena, giving the community a sense of heritage, while looking to the future. Traveling from Pasadena to neighboring communities is a breeze thanks to the **Metro L Line** that includes six stations in Pasadena en route to the San Gabriel Valley. From its historic buildings to its beautiful landscapes and California sunshine, Pasadena is truly the ideal place to live, work, and play!

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## THE CITY

**T**HE CITY OF PASADENA IS A FULL-SERVICE MUNICIPALITY governed by a City Charter and City Council/Manager form of government. The governing body consists of an elected Mayor and seven City Councilmembers elected by district, each serving four-year terms. Pasadena's services and operations are supported by approximately 2,200 FTE. The City has benefited from a consistently strong and stable elected leadership and is committed to the values of responsiveness; honesty and integrity; accountability; excellence; open, clear, and frequent communication; innovation; and diversity, equity, inclusiveness, and belonging.



# THE DEPARTMENT

**THE DEPARTMENT OF TRANSPORTATION IS COMMITTED** to achieving the safe and sustainable movement of people and goods within Pasadena, while concurrently ensuring a balance between land use and transportation to maintain a livable community in which cars are not necessary to travel within the city. The Transportation Department is overseen by the Director of Transportation and consists of five divisions: Administration, Parking, Transit, Multimodal Planning, and Mobility Engineering and Operations. In all, the Department has 54 full-time employees. This multi-disciplinary team carries out a variety of programs, projects, and policies that sustain, promote, and enhance accessibility, safety, connectivity, and mobility in the community.

See the Department's FY 2024 budget and organizational chart [HERE](#).

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## UPCOMING PROJECTS, CHALLENGES, & OPPORTUNITIES

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**710 Stub Relinquishment:** Through a collaborative multi-year effort with Caltrans, the relinquishment of the SR 710 Northern Stub transportation network was approved by the California Transportation Commission and transferred to the City of Pasadena in August 2022. The Department of Transportation will be an integral part of the planning and development process to reconnect communities separated by the former freeway stub.

**Zero emissions by 2035 initiative:** The City plans to convert a fleet of buses to hydrogen technology. This includes building a hydrogen facility and an operations and maintenance facility to service and store buses.

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**Measure R Mobility Improvement Project:** The City received \$181 million in reallocated funding from Metro for potential improvement projects, including pedestrian crossings, curb extensions, eco-friendly landscaping, new sidewalks, and enhancement of public transport system.

**Employee Engagement Program:** The future Director will explore opportunities for employee training, development, and retention.

**2028 Olympic Venue City:** The Rose Bowl will be the host venue for men's and women's quarter, semi and final soccer games in the 2028 Olympics. The games will be 100% car-free. The new Director will work with LA28, Metro, and other members of the Games Mobility Executive group on developing and executing the Games Mobility and Transportation Plan.



# THE JOB

**THE DIRECTOR WILL OVERSEE THE ACTIVITIES** of the Transportation Department, including its five divisions and 54 staff. This position directs administration; traffic operations and engineering; parking services; and the public transit system; and implements the mobility element of the **City's General Plan**. Further, the department staffs the City Council appointed Transportation Advisory Commission, South Lake Parking Meter Zone District, and Old Pasadena Parking Meter Advisory Commission and works closely with the City Manager on all concerns related to mobility and transportation.

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This role requires extensive financial oversight experience—including the ability to prepare and balance a budget, discuss cost-saving measures, and seek alternate sources of funding when necessary. As this Department handles large Capital Improvement projects, prior grant funding experience is highly desired. The Director will also supervise the selection, supervision, and continued performance evaluation of personnel and will work to create a collaborative and functional team environment. They will work interdepartmentally to unite and motivate staff in a shared vision.

## MINIMUM QUALIFICATIONS

Any combination of education and/or experience that provides the knowledge, skills, and abilities for the position are acceptable, such as:

- ▶ Bachelor's degree in urban planning, transportation planning, engineering, public or business administration, or a related field.
- ▶ Five years of upper management experience in urban planning, transportation planning, or engineering.

## DESIRED

Master's degree.



# THE IDEAL CANDIDATE

**THE IDEAL CANDIDATE WILL POSSESS A VISIONARY MINDSET** and the passion and enthusiasm to motivate a high-functioning team. The Director will serve to ensure that Pasadena's future transportation needs are considered in all future City planning efforts. Futuristic thinking is vital in this role, with a commitment to inclusive and environmentally conscious transportation planning and strategy. The Director will work collaboratively with other department heads on many issues, such as the City's general plan, making sure transportation and mobility is built into the plan with appropriate funding and oversight. The Director will be proactive in their approach to public transportation – ensuring that equity is achieved by asking constituents directly about their transportation needs, particularly in historically underrepresented neighborhoods.

While financial and administrative acumen are important, this role is also ideal for someone with excellent interpersonal skills—demonstrating patience, active listening, a calm demeanor, and strong communication skills. The ideal candidate will take the time to personally respond to City Council Members and constituents' questions and concerns about neighborhood safety and accessibility. The Director will be a hardworking and hands-on administrator, willing to solve problems and relay their reasoning even when delivering disappointing news. Diplomacy, tact, and the ability to help opposing groups find common ground is vital in this role.

## *The ideal candidate will demonstrate the following core competencies...*

### **Conflict Management.**

Recognizes that conflict is a healthy part of the decision-making process and champions diverse thoughts and opinions during team collaboration.

**Delegation.** Sets clear expectations, communicates project timelines and goals, and empowers staff in their roles.

### **Organizing and Planning.**

Efficiently manages their time, prioritizes multiple competing tasks, and utilizes organizational resources effectively.

### **Financial Acumen.**

Understands the financial framework of public sector transportation, Metro operations, and sources of funding including grant management.

### **Relationship Building.**

Establishes and maintains productive relationships with stakeholders, other department heads, local organizations and nonprofits, vendors, and the greater community.

**Positive Impact.** Strives to create a positive impact on the community and the environment and leave an impactful legacy.

# SALARY & BENEFITS

The salary range for this position is **\$195,448–\$244,309 DOE/DOQ**, plus a competitive benefits package that includes but is not limited to:

**RETIREMENT:** 2.5% @ 55 CalPERS formula for Classic members (employee pays 10%); 2% @ 62 CalPERS formula for new members (employee pays half the normal cost, currently 7.75%).

**HEALTH INSURANCE:** The City provides an allowance to assist with medical premiums. In 2024, the allowance for Employee + 2 or more dependents will be \$1967.29 per month (Employee only = \$756.65; Employee + 1 = \$1513.30), and contributions are adjusted annually.

**DENTAL INSURANCE:** The City contributes 100% of an employee-only PPO premium. For employees who cover a dependent, Pasadena contributes an additional \$80 per month toward a dental premium.

**VISION INSURANCE:** The City offers vision care plans for employees. Enrollment is optional and premium is paid by employee.

**VACATION LEAVE:** Accrual rate of 120 to 200 hours per year based on years of service.

**LIFE INSURANCE:** Pasadena provides life insurance and accidental dismemberment coverage in the amount of \$200,000.

**SHORT-TERM & LONG-TERM DISABILITY.** Paid by the City.

**MANAGEMENT TIME OFF:** 40 hours per year (City Manager may grant up to 80 additional MTO hours).

**SICK LEAVE:** 80 hours of sick leave allocated per year.

**HOLIDAYS:** Eleven (11) paid holidays.

**BONUS PAY:** Up to 12% of base pay may be provided on an annual basis at the discretion of the City Manager based upon consistent and highly meritorious or superior performance.

**VEHICLE ALLOWANCE:** \$475 per month with City Manager approval.

**SCHEDULE:** The City administration operates on a “9/80” schedule, closing on alternate Fridays!

**RELOCATION ASSISTANCE AVAILABLE!**

For additional details, please see the **Salary Resolution** for executive management employees.

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## HOW *to* APPLY

For first consideration, apply by **FEBRUARY 2** at:

**W B C P J O B B O A R D**

**SAVE THE DATES.** Round one interviews will take place virtually on **FEBRUARY 29**. Finalists will move forward to round two, in-person interviews that will take place on **MARCH 15**. Selected candidates need to be available for both days.

Please contact your recruiter, Wendi Brown, with any questions: **wendi@wbcpinc.com**  
**866.929.WBCP (9227) toll-free | 541.664.0376**

