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**DIRECTOR, OFFICE of INFRASTRUCTURE FINANCE and INNOVATION
DEPARTMENT of TRANSPORTATION
OFFICE of the ASSISTANT SECRETARY for TRANSPORTATION POLICY**

Washington, DC

Overview:

The Office of Transportation Policy is responsible for recommending overall surface transportation policy initiatives to the Secretary as well as reviewing all proposed Department of Transportation (DOT) rulemakings, legislation, testimony and reports to Congress. Additionally, the office is responsible for reviewing economic analyses of air safety regulations, reviewing airport infrastructure programs, and planning air freight policies.

The Director of the Office of Infrastructure Finance and Innovation develops DOT-wide financially efficient policies to improve transportation infrastructure, creates new initiatives to finance this effort and analyzes the cost and benefits of transportation rulemakings. The Director will serve as the program manager for the \$3.6 billion Transportation Investment Generating Economic Recovery (TIGER) discretionary grant program. The Director provides oversight of the life cycle of over 120 infrastructure grants administered and advises the Secretary. The Director consults with the Assistant Secretary for Transportation Policy, the Under Secretary and the Secretary while providing executive direction in the formulation and recommendation of policies pertaining to the development of nationally significant projects that utilize efficient pricing mechanisms and/or new approaches to leveraging private sector resource expertise.

In addition, the Director will guide the \$6.7 billion Transportation Infrastructure and Finance Innovation Act (TIFIA) Program and the \$2.1 billion Private Activity Bond (PAB) Program. These programs are critical in helping the Department create policies, programs and regulations promoting more efficient transportation infrastructure pricing and finance alternatives. For more information, see www.dot.gov.

Responsibilities:

- Responsible for the Office of the Secretary's oversight of performance measures during the project life cycle of the 270 TIGER grants awarded to-date, plus all future awards. Additionally, the Director develops Department performance measures for TIFIA and PAB.
- Serves as the Secretary's advisor on project finance policy issues that require expertise in areas such as concession agreements and how to fast track large transportation projects between public and private organizations.

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- Conducts research on innovative finance, privatization, and public-private partnerships, road pricing, congestion management, and other strategies, and encourages operating administrations to adopt these innovative finance techniques.
- Reviews regulatory cost-benefit analyses and provides guidance to operating administrations economists on the preparation of such analyses.
- Conducts research on the economic impact of transportation investments and disruptions to the transportation system.
- Develops designs for more economically efficient transportation programs and policies.
- Responsible for the development, drafting, negotiation, and implementation of reauthorization provisions related to innovative finance including the National Infrastructure Investment Bank, the Transportation Leadership Awards, Tolling and other user fee proposals, and how to effectively administer policy to support the goals and agenda of the Administration.
- Advises senior leadership on the loan oversight process and the most effective policy positions to administer the process. Coordinates with the appropriate loan and grant offices in the operating administrations to provide policy guidance on the Department's loan and innovative finance programs.
- Oversees, directs and manages the staff of the Office of Infrastructure Finance and Innovation.
- Responsible for the external relations with the Government Accountability Office (GAO), Office of the Inspector General (OIG), Congressional, State and local governments, and grant applicants.

Supervisory Control

The Director reports to the Under Secretary for Policy and the Assistant Secretary for Transportation Policy; develops and implements programs within a broad framework of policy guidance and consults regularly with the Assistant Secretary on significant program decisions; consults with key officials in the Office of the Secretary and senior operating administration leadership on program action plans and policies.

Executive Core Qualifications (ECQ):

Information regarding how to prepare your responses for the resume-based application (not to exceed 5 pages) is available in the "Guide to Senior Executive Service Qualifications" using the following link: http://www.opm.gov/ses/references/GuidetoSESQuals_2010.pdf

Leading Change –This executive core qualification (ECQ) involves the ability to bring about strategic change to meet organizational goals and to establish an organizational vision and to implement it in a continuously changing environment. It encompasses six competencies:

- *Creativity and Innovation* combines developing new insights; questioning conventional approaches; encouraging innovation; and designing and implementing new programs or processes.
- *External Awareness* comprises understanding and staying current on local, national and international policies and trends that affect DOT and shape stakeholders' views; and being cognizant of DOT's impact on the external environment.
- *Flexibility* is openness to change and new information; and adaptability to new information, changing conditions, or unexpected obstacles.
- *Resilience* requires dealing effectively with pressure; remaining optimistic and persistent under adversity; and recovering quickly from setbacks.
- *Strategic Thinking* involves setting objectives and priorities, implementing plans consistent with DOT's long-term interests in a global environment, capitalizing on opportunities and managing risks.
- *Vision* includes taking long-term views; building a shared vision with others; acting as a catalyst for organizational change; and influencing others to translate vision into action.

Leading People – This ECQ involves the ability to lead people toward meeting the organization's vision, mission, and goals, which include the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. It encompasses four competencies:

- *Conflict Management* entails encouraging creative tension and differences of opinions; anticipating and taking steps to prevent counter-productive confrontations; and managing and resolving conflicts and disagreements constructively.
- *Leveraging Diversity* means fostering an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.
- *Developing Others* is improving the ability of others to perform and contribute to the organization by providing ongoing feedback and opportunities to learn through formal and informal methods.
- *Team Building* combines inspiring and fostering team commitment, spirit, pride, and trust; facilitating cooperation; and motivating team members to accomplish group goals.

Results Driven – This ECQ involves the ability to meet organizational goals and customer expectations, which includes the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. It encompasses six competencies:

- *Accountability* involves holding oneself and others accountable for measurable, high-quality, timely, and cost-effective results; setting objectives and priorities; delegating work; taking responsibility for mistakes; and complying with established control systems and rules.
- *Customer Service* entails anticipating and meeting internal and external customers' needs; delivering high-quality products and services; and being committed to continuous improvement.
- *Decisiveness* is making well-informed, effective, and timely decisions, even when data is limited or solutions produce unpleasant consequences; as well as perceiving the impact and implications of decisions.
- *Entrepreneurship* positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products and services; and takes calculated risks to accomplish organizational objectives.

- *Problem Solving* combines identifying and analyzing problems; weighing the relevance and accuracy of information; generating and evaluating alternative solutions; and making recommendations.
- *Technical Credibility* is understanding and appropriately applying principles, procedures, requirements, regulations, and policies related to specialized expertise.

Business Acumen –This ECQ involves the ability to manage human, financial, and information resources strategically. It encompasses three competencies:

- *Financial Management* comprises understanding DOT’s financial processes; preparing, justifying, and administering the program budget; overseeing procurement; contracting to achieve desired results; monitoring expenditures and using cost-benefit thinking to set priorities.
- *Human Capital Management* entails building and managing the workforce based on organizational goals, budget considerations, and staffing needs; ensuring that employees are appropriately recruited, selected, appraised, and rewarded; addressing performance problems; and managing a multi-sector workforce and a variety of work situations.
- *Technology Management* combines staying current on technological developments; using technology effectively to achieve results; and ensuring access to and security of technology systems.

Building Coalitions –This ECQ involves the ability to build coalitions internally and with other federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. It encompasses three competencies:

- *Partnering* is networking; building alliances; and collaborating across boundaries to build strategic relationships and achieve common goals.
- *Political Savvy* entails identifying the internal and external politics impacting DOT’s work; perceiving organizational and political reality and acting accordingly.
- *Influencing/Negotiating* combines persuading others; building consensus through give and take; and gaining cooperation from others to obtain information and accomplish goals.

Technical Qualifications (TQs):

1. Demonstrated knowledge of and/or experience with transportation policy and project development, including Federal transportation grant programs, policies and strategic priorities. Executive level management of the development and evaluation of transportation investments, including experience with competitive project selection, project readiness determinations and grant program management.
2. Demonstrated ability to develop innovative financing approaches that produce economic growth through efficient and effective investments in transportation systems. Ability to guide and direct analysis and to work with internal staff, constituencies, executives, and other agencies to refine and develop support for funding options, and to translate needs into Department or comparable transportation policies and initiatives.
3. Demonstrated executive-level experience with and understanding of the interrelationship between public and private transportation sectors. Ability to advise senior management on the

likely effects of Federal transportation policies and actions on private transportation sector and transportation unions. Understands major trends within the transportation industry and how innovative financing may affect transportation projects, policies, regulations and programs.

Compensation: To \$172,500 (Senior Executive Service)

EEO: All candidates will be considered without regard to race, gender, age, religion, sexual orientation, national origin, or disability. The DOT provides reasonable accommodations to applicants with disabilities.

Deadline: To be considered, resumes must be received through USAJOBS by 11:59 PM (EST), January 6, 2014.

How to Apply: You must submit a resume which cannot exceed five (5) pages. The resume must provide evidence of how you have demonstrated the five (5) Executive Core Qualifications and three (3) Technical Qualifications.

Citizenship: U.S. Citizenship required.

Contact:

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JDG Associates, established in 1973, is a leading provider of executive recruiting services to federal/state/local government, non-profit organizations, trade associations, Fortune 1000 corporations, and a broad array of government contractors.