



Expo

Exposition Metro Line
Construction Authority


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DATE: FEBRUARY 2, 2006

TO: BOARD OF DIRECTORS

FROM: RICHARD D. THORPE 
INTERIM CHIEF EXECUTIVE OFFICER

ACTION: SELECTION OF PERMANENT CHIEF EXECUTIVE OFFICER

RECOMMENDATION

Consider the selection of a permanent Chief Executive Officer (CEO).

SUMMARY

Senate Bill 504 that created the Exposition Metro Line Construction Authority (Authority) provides for the hiring of an executive director, who would serve at the pleasure of the Authority. On August 4, 2005, the Authority appointed Richard D. Thorpe as their Interim CEO. Now that the environmental process is nearly complete, mobilization of Authority staff is necessary to oversee the Authority's legislative mandate to design and build the project. Since the CEO will be accountable for the successful delivery of the project, he/she needs to select staff that are best able to deliver a successful project. Since the staff will report directly to the CEO, it would be desirable for the permanent CEO to make these selections.

The Chief Executive Officer will provide overall direction in implementing the project. In order to do so, the CEO will require the necessary expertise to direct the implementation of Board policies and develop and implement strategies that will result in the successful completion of the project. In addition, the CEO needs to have the skills necessary to provide technical advise to the Board and their staff on matters related to the Authority's project design, construction and management approach. The CEO also needs skill sets necessary to represent the Authority to citizen groups, community leaders and the media.

Attachment A includes a more detailed description of the requisite skills and responsibilities required of the CEO.

FINANCIAL IMPACT

Funding for the CEO position has been included in the FY06 budget.

ATTACHMENT(S)

A. CEO Job Description



CHIEF EXECUTIVE OFFICER

Under general policy direction from the Board of Directors, the Authority's CEO will plan, develop, and recommend the strategy, approaches, and timelines for the design and construction of the light rail transit Expo Line from Los Angeles to Santa Monica. He/She will also direct and oversee the start of construction and guiding it to completion. Essential responsibilities of the CEO will be to:

- Provide direct management oversight to the construction of the Expo Line in accordance with the Authority's policy guidelines;
- Attend all meetings of the Authority's Board of Directors to report on all important aspects and progress of the project, and to provide expert advice and guidance to the resolution of issues and problems;
- Oversee the preparation of specifications, bid processes and awards, and monitor contracts for construction, procurement, consulting and project management services;
- Serve as the primary liaison between the Authority and other public agencies and community and business groups affected by the project;
- Manage all aspects of the administrative structure and organization, including personnel and staffing, fiduciary and procurement responsibilities, budget administration, internal policies and procedures, records, maintenance, and public relations; and
- Fulfill other related responsibilities as required for the successful completion of the construction of the Expo Line.

EDUCATION AND QUALIFICATIONS

The successful candidate will hold a bachelor's or master's degree in management, engineering, finance, transportation, or a field closely related to transit management, plus extensive managerial experience in rail transit or related capital projects management experience at the level of director, assistant director or other high-level position. The successful candidate will be an effective delegator who can maintain operational control with a high degree of managerial accountability. The CEO must possess strong communications skills, including the ability to effectively translate Board goals and policies into responsive action by the Authority staff and the concurrent ability to deliver technical and

operational advice in a clear and concise manner to the Board. He or she must also have the ability to:

- Manage and direct the construction of a light rail transit line within the established time and fiscal parameters;
- Analyze complex technical and administrative issues and develop appropriate solutions and alternatives;
- Establish and maintain effective relationships and partnerships with governmental officials and organizations, business, and community groups and staff;
- Promote the general support and enthusiasm for the construction of the project;
- Develop and administer an effective organizational structure, systems, policies and procedures and staff; and
- Oversee all design and construction related contracts for the project.