

## **About WSDOT**

Washington State Department of Transportation (WSDOT) is the steward of an integrated, multimodal transportation system that helps to ensure people and goods move safely and efficiently throughout the state. In addition to building, maintaining, and operating the state highway system, WSDOT operates the largest ferry system in the nation, manages the world's longest floating bridge, and recently completed the world's widest tunneling project.

## **The Opportunity**

WSDOT is seeking two Program Administrators, one for the I-405/SR 167 Corridor Program and one for the SR167/SR509 Gateway Program. Reporting directly to the Deputy Assistant Secretary for Megaprograms, both Program Administrators lead highly visible, regionally significant, controversial, and complex capital construction programs.

We are looking for a qualified individual to lead and direct all aspects of their respective Program, including planning, communications, budget and finance, right-of-way, and environmental. These positions directly interact with the state legislature, local elected officials and agencies, Tribal Governments, state and federal representatives, the Washington State Transportation Commission and other interested parties. The incumbent will be the spokesperson with the media as well as representing WSDOT and either the I-405/SR 167 Corridor Program or SR167/SR509 Gateway Program for external relations. Each Program Administrator is responsible for ensuring that their respective individual program projects are built on time and within budget, are of high quality, have a strong record of environmental compliance, achieve a positive public perception, and have a favorable safety record.

An ideal candidate for this position will have experience promoting transparency and accountability. The candidate must have extensive strategic planning experience, including development of comprehensive risk assessments and mitigation strategies.

We invite you to consider leading one of these exciting and highly successful multi-billion dollar programs, joining a team of outstanding staff to deliver several remaining projects valued over a billion dollars.

## **What to Expect**

**Each Program Administrator will manage, direct, and control all aspects of their respective program. The Program Administrator will:**

- Provide leadership and strategic direction in delivering either the I-405/SR 167 or the SR167/SR509 Gateway capital construction programs
- Ensure that appropriate resources are available for all disciplines to effectively and efficiently deliver their program elements
- Develop transportation system plans, financial strategies, environmental streamlining opportunities, and design-build methodologies
- Support and promote the agency's three goal areas: workforce development, inclusion and practical solutions

- Develop positive relations with the programs' many partners including the legislature, local governments, transit agencies, stakeholder groups, community organizations, and other public and private interests
- Continually identify and assess project risks and opportunities and develop mitigation strategies to reduce the programs' overall risk profiles
- Resolve conflicts or complaints that may arise internally or between the department and external parties.
- Formulate appropriate long-range strategic decisions regarding delivery of the programs
- Serve as a member of WSDOT's senior management team

## **Qualifications**

To be considered for this opportunity, the following are required:

- Bachelor Degree in Civil Engineering, Transportation, Construction Management or a closely related engineering degree
- Valid Driver's License
- Extensive knowledge of:
  - Civil/Transportation Engineering
  - Management Principles
  - Leadership Principles
  - Environmental and Highway design laws and regulations
  - Legislative processes
  - Finance, budget and programming procedures
- Advanced written and verbal communication skills, including the ability to communicate complex information to diverse technical and non-technical groups and the media
- Ability to:
  - Direct and manage a large and complex organization
  - Translate strategic plans into detailed goals and objectives
  - Implement and encourage continuous improvement/change
  - Coach, motivate, and mentor employees
  - Understand and develop complex engineering solutions
  - Resolve employee grievances
  - Build trust with the public, build consensus, and facilitate competing interest groups/individuals in solving complex problems
  - Communicate with media and legislators
  - Make and carry out strategic and tactical decisions
  - Learn new information and adjust direction accordingly

It is preferred that qualified candidates also have:

- Registration as a Licensed Professional Engineer in the State of Washington or another state in the US
- Significant experience working on large, highly complex highway and bridge projects with multiple external stakeholders and partners

- Experience working through complex legal processes related to right-of-way acquisitions, environmental challenges, or other difficult legal efforts

### Important Notes

- This recruitment will be used to fill 2 positions; one is located in Downtown Seattle and the other in Bellevue.
- The salary listed for this position includes a legislative approved 5% premium for workers in King County.

### Why WSDOT

- Work-Life Balance – We are committed to ensure that our staff experience the reward of public service, while also sustaining a routine that suits each individuals' lifestyle. As such, there are a number of flexible schedule options available, including occasional telework for eligible positions.
- Paid Leave – In addition to 10 paid holidays, full-time employees earn up to 25 paid vacation days per year!
- Tuition Assistance – Permanent employees have several options for assistance with education expenses, including tuition reimbursement programs, government discounts at participating colleges throughout the state, and eligibility for federal student loan forgiveness.
- Plan For Your Future – WSDOT offers a comprehensive benefits package that includes a variety of healthcare options. Employees also have their choice of state retirement programs, and much more. Go to [State Benefits](#) for more information.

Check out this video to learn more: [Why WSDOT?](#)

### How to Apply

Applications for this recruitment will be accepted electronically. **Please click on the following link to apply: [Program Administrator](#)**

Your relevant experience may be evaluated to determine salary. Therefore, it is very important that the "Work Experience" portion of the application be completed in as much detail as possible.

In order to be considered for this opportunity, please include the following with your online application:

- An attached Resume outlining (in reverse chronological order) your experience to date.
- An attached Cover Letter that further explains your qualifications, and indicates why you believe you are a viable candidate for this role.
- Contact details for a minimum three (3) individuals who can attest to your work performance, technical skills, and job-related competencies. This information can be

entered in the "References" section of the online application; does not require an additional attachment.

Note that you will be prompted to either sign in, or create an account. This step is required in order to submit an application to this opportunity.

*WSDOT is an equal opportunity employer. We value the importance of creating an environment in which all employees can feel respected, included and empowered to bring unique ideas to the agency. Our diversity and inclusion efforts include embracing different cultures, backgrounds and viewpoints while fostering growth and advancement in the workplace. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, disabled and Vietnam era veterans, as well as people of all sexual orientations and gender identities are encouraged to apply. Persons with disabilities needing assistance in the application process, or those needing this job announcement in an alternative format may contact the listed Recruiter.*

WSDOT does not use the E-Verify system. For more information, please visit [www.uscis.gov](http://www.uscis.gov)

**Contact us**

For inquiries about this posting, you may contact the assigned Recruiter, Josefina Mutascu, at [MutascJ@wsdot.wa.gov](mailto:MutascJ@wsdot.wa.gov) . Please be sure to reference 20DOT-NWR-8E007m in the subject line.

Persons with disabilities needing assistance in the application process, or those needing this job announcement in an alternative format may contact the listed Recruiter.