



POSITION OPENING

The State Amtrak Intercity Passenger Rail Committee (SAIPRC) is seeking a qualified Executive Director to support its mission of promoting and investing in a vibrant and efficient State and national passenger rail network that meets the growing needs of the traveling public and encourages economic growth.

A position description is attached.

Resumes are being accepted through April 13, 2018 and should be directed to the SAIPRC Executive Committee care of:

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ABOUT SAIPRC:

In October 2008, Congress enacted the Passenger Rail Investment and Improvement Act of 2008 (Public Law 110-432, October 16, 2008) (PRIIA), which reauthorized the National Railroad Passenger Corporation (Amtrak) and changed the nature of its business and the services it provides. Section 209 of PRIIA shifted financial responsibility of certain passenger rail services to the affected States, which both required Amtrak and its affected State partners to develop a method of calculating the costs of those services and provided an opportunity for more States to take a more active role in managing their services and promoting their success. PRIIA Section 209's requirement that the cost methodology ensure "equal treatment in the provision of like services" meant that Amtrak and the affected States needed to work together to find solutions agreeable to all, and this group determined that a formal committee would aid in negotiations, decision-making, and planning for the benefit of these passenger rail services.

In July 2015, the affected States and agencies sponsoring intercity passenger rail services, the Federal Railroad Administration (FRA), and Amtrak approved bylaws for this committee, known as the State-Amtrak Intercity Passenger Rail Committee (SAIPRC), and began conducting business under those bylaws to oversee implementation and coordinate decision-making related to Section 209 of PRIIA, and any prevailing federal action or its successors.

In December 2015, Congress passed the Fixing America's Surface Transportation Act (Public Law 114-94, December 4, 2015) (FAST Act). Section 11204 of the FAST Act required the Secretary of Transportation to establish a State-Supported Route Committee to further implement Section 209 of PRIIA and to promote mutual cooperation and planning related to Amtrak's rail operations and related activities on State-supported routes.

SAIPRC includes representation from Amtrak, FRA, and State-based entities. The Executive Committee consists of members from each of the three parties, and members comprise various workgroups focusing on certain topic areas, all of which meet by conference call at least once a month. SAIPRC meets in-person on a quarterly basis throughout the country.

EXECUTIVE DIRECTOR POSITION DESCRIPTION

The Executive Director of the State-Amtrak Intercity Passenger Rail Committee (SAIPRC) is the key management leader and primary person responsible for implementing the overall objectives of the SAIPRC, its Executive Committee, established workgroups, and all associated activities. The Executive Director reports and is accountable to the SAIPRC Executive Committee. The Executive Director will work closely with the SAIPRC representatives and staff at state DOTs, Amtrak, and the Federal Railroad Administration (FRA). The Executive Director will manage all internal functions with the SAIPRC including compliance with all grant and budget requirements, budget oversight, work plan delivery and consultant management.

Areas of Responsibility:

The Executive Director's areas of responsibility and duties fall under the following activities:

- Oversees and implements appropriate resources to ensure that the operations of the SAIPRC are appropriate and administered effectively.
- Responsible for the hiring and retention of competent, qualified staff.
- Work with the Executive Committee and grantee(s) to develop the annual budget and work plan for approval by the full SAIPRC.
- Identify, develop and manage the resources necessary to accomplish the goals and objectives identified in the work plan.
- Identify structural and procedural improvements that will support the goals of SAIPRC, the Executive Committee and the work groups.
- Conduct analyses and develop reports to support SAIPRC objectives of increased transparency and performance accountability.
- Engage, direct and oversee work by consultants/contractors to assist in carrying out the objectives of the SAIPRC.
- Contract and manage consultants in the planning and support of meetings, workshops, briefings, retreats and other events of the SAIPRC, the Executive Committee and work groups.
- Manage the timely development of SAIPRC correspondence, reports and documents.
- Assure SAIPRC meets all its statutory requirements.

- Provide other support services as directed by the Executive Committee to serve its mandates, advance its work, and achieve its goals.
- Ensure the cost effective and efficient use of resources in accomplishing goals and objectives, including cost allocation methodology, policies, and implementation plans and other policy matters germane to state-supported services.
- Develop periodic strategic plans to advance the overall mission and goals of the SAIPRC.
- Oversee the development and execution of external public relations and communications strategies, including background and press material in coordination with the Executive Committee.
- Serve as the point of contact for organizations, individuals and government officials seeking information about public materials related to the SAIPRC.

Professional Qualifications:

- A bachelor's degree in administration, business, engineering or transportation planning
- Transparent and high integrity leadership
- Five or more years senior management experience with at least 2 years experience in passenger rail or transit industry
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, program management and task facilitation
- Strong written and oral communication skills
- Demonstrated ability to oversee and collaborate with staff

Employment conditions: The Executive Director will report to the SAIPRC Executive Committee (ExComm) and will be required to coordinate and meet regularly with Amtrak, FRA and State Partners representatives. Although this is envisioned to be a contract position located in the vicinity of Washington DC, the ExComm remains flexible regarding primary location and employment conditions based on the experience of candidates.

Annual Salary Range: \$135,000 - \$165,000