



**OPPORTUNITY FOR:**

# **Chief Administrative Officer**

*Sound Transit*

*J. Powers*  
RECRUITING, INC.



***For information contact:***

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## Chief Administrative Officer

Sound Transit has an opportunity for a Chief Administrative Officer (CAO), reporting directly to the Chief Executive Officer (CEO). This position serves as an executive leader and key strategic partner to the CEO, while overseeing internal business operations. The CAO is an innovative, visionary leader who lives Sound Transit's core values and is committed to being a transformative leader to achieve performance. This individual will bring together and streamline the agency's administrative and shared services in a way that enhances Sound Transit's internal customer experiences and strategically enables mission delivery at an exceptional level. The CAO will use their expertise and experience in leading teams to cultivate a diverse, inclusive and high-performing workforce, and to transform, unify and simplify core business practices and processes agencywide. Note: A full job description will be provided.

## Opportunity

- Guide a robust and growing organization with an innovative culture. Sound Transit prides itself on being nimble, forward-thinking and welcoming to all. Life at Sound Transit.
- Lead, motivate and mentor staff through Innovative Change Management. With a strong mission and recently adopted strategic plan, the agency is primed to achieve its critical goals.
- Make a difference at a high level. Funded \$54 Billion for the next 25 years of expansion, this position provides an opportunity to influence the transformation of both the agency and the region. [Looking back & moving forward](#)
- Shape the future of this performance-driven and diversifying organization. In the last 20 years, Sound Transit has expanded from 20 to 1,000 employees.
- Work with a nimble public agency!



## The Organization and You

Sound Transit may be a large company, but its culture feels like family. The Sound Transit staff is dedicated to connecting more people to more places to make life better and create equitable opportunities for all. The atmosphere is collaborative, customer focused, respectful, and fun! The staff's dedication to its culture has made Sound Transit a “Best-in-Class Employer” according to Gallagher 2017.

- **Vision:** Enthusiastically transforming the map of Central Puget Sound. Making our transit service as iconic to our region as the Space Needle, Mount Rainier and ferries.
- **Mission:** Connecting more people to more places to make life better and create equitable opportunities for all. [Sound Transit Expansion](#)
- **Dedicated Staff** with passion for their work environment. Many employees have worked for the organization since its infancy days as a startup and have stayed for years - if not decades.
- **CEO**, Peter Rogoff, is highly respected and well connected. He views his executive staff as collaborators and wants their input. He is a big picture thinker and is performance driven. His passion for the mission and the transformation of Sound Transit is infectious. He is outspoken, thoughtful and brilliant. Peter is dedicated to breaking down barriers and making Sound Transit the leader in innovation. He has a high level of respect for the taxpayers, and their positive reactions to the agency is of highest importance.
- **Transit Services** include Link light rail; Sounder trains; ST Express Bus; Tacoma Link light rail; and soon, Bus Rapid Transit. [Current System wide map](#) [Link to Expansion Information](#)

Sound Transit builds and operates regional transit service throughout the urban areas of Pierce, King and Snohomish Counties. With voter-approval, Sound Transit is in the process of planning and building the most ambitious transit expansion in the country.

### [One-of-a-kind engineering: rail on a floating bridge](#)







## Benefits

### Medical, Dental and Vision Care:

Sound Transit believes that healthy employees equal a healthy, more productive company. That's why they offer two choices of medical plans - **Premera Blue Cross PPO** or **Kaiser Permanente HMO** plans. They also offer dental coverage with **Delta Dental of Washington** at no cost, a vision plan through **VSP Vision Care** at no cost and long-term disability and life insurance. Sound Transit has a very robust wellness program. They are pleased and excited to be recognized for their commitment to employees' well-being. That commitment includes:

- Employee Assistance Program
- An ORCA card at no cost
- Tuition reimbursement up to \$5,000 annually
- One-on-one retirement counseling
- On-site gym
- Employee fitness competition
- Free annual flu shots

- Executive Level employees accrue 20 days of vacation annually.
- Employees also accrue 12 days of sick leave and, receive 10 paid holidays, as well as parental and caregiver leave.
- But it doesn't stop there, because when it comes to your financial health, Sound Transit has you covered too. They have both 401a and 457b retirement programs and offer monthly onsite retirement education opportunities.
- Sound Transit employees are the key to their success, and they believe that their continued good health, financial security and peace of mind are an important investment. That's why they offer a variety of high-quality programs that let employees choose the benefits that best fit their needs and the needs of their family.





## Location

Fondly known as the Emerald City for its lush green scenery, Seattle is surrounded by the Olympic and Cascade Mountains, with a view of snowcapped Mount Rainier and the beautiful Puget Sound. This big little city, with less than a million residents, is ranked in the **Top 10** places to live in the United States. Tired of hot summers? Seattle does have rainy days, but the average temperature stays under 80 degrees in the summer months and rarely falls below 30 degrees in the winter months. This provides Seattleites the perfect weather in which to enjoy its rich culture filled with the arts, cuisine, outdoor adventures, boating, fishing, winter sports, and the list goes!

### [Seattle at a Glance](#)

- A plethora of restaurants, shops, events, arts and culture at your disposal.
- A dream for outdoor recreation: mountaineering, hiking, biking, rock climbing, snow sports, fishing, sailing and more.
- One of the most beautiful places in the country with views of verdant forests and majestic mountains.
- The highly rated and sought after Seattle Public School system
- The most ambitious transit capital projects plan in the country!

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***Search Schedule***

***Recruitment Ends: Sept 25, 2019***

***Interview Dates: Oct 1<sup>st</sup> -18<sup>th</sup>***

***Start Date TBD: Nov 18, 2019***