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**December 12, 2017**

**Position Title: Chief Planning Officer**

**Employer: New York City Transit**

**Location: New York, NY**

**Start Date: ASAP**

**Position Overview:**

Responsible for the executive and strategic direction in the development and management of a large complex department's current and future Capital Program. Analyze department's capital priorities. Identify and allocate funding resources to strategically meet the department's highest current and future capital needs. Represent the Department on system expansion, safety and security initiatives to other oversight agencies.

**Duties and Responsibilities:**

Manage and strategically direct the development of short and long term strategic plans to reconstruct, overhaul, and upgrade all capital assets. Transform strategies, operations, maintenance and technologies system wide in preparation for expansion.

Manage issues related to the Capital Program including policy decisions related to the fundamentals associated with Agency-wide program priorities, oversight, funding, internal and external utilization and other management issues. Represent senior management at executive level Board and other oversight groups.

Provide operations input into the design and construction of major system wide projects and infrastructure.

Responsible for the financial administration of the Department both short and long term.

## **Qualifications**

**Education:** BA Degree in Public Administration, Transportation Management, Engineering or a related field. Master's Degree or equivalent desired.

**Experience:** 10-15 years of progressively responsible experience, with at least 8-10 in management

## **Position Summation:**

Demonstrated experience in Construction Management, Operations, Maintenance and Capital Programs Development and their requisite needs in a comparable public or private agency. Knowledge of transportation industry operations and maintenance procedures preferred. Strong analytical and financial skills required. Superior conflict resolution, financial analysis and project management skills are essential. Excellent interpersonal communication, presentation and writing skills.

## **TO APPLY:**

Applicants should email an updated resume in Microsoft Word format reflecting enumerated duties, responsibilities and salary requirements. Include applicable Administrative or Programmatic Writing Sample and 3 Business References (1 superior, 1 peer and 1 subordinate to: [BillBurgess@TheBurgessGroup.com](mailto:BillBurgess@TheBurgessGroup.com), ASAP or apply online at: [www.TheBurgessGroup.com](http://www.TheBurgessGroup.com) until position is filled. Any questions call: 212.406.2400 or fax: 212 406 2402.

**New York City Transit is an equal opportunity employer. Minorities, women and veterans are encouraged to apply.**