



- Position:** Program Manager – Transportation Planning
- Salary:** \$70,132 - \$107,191 Per Year, Depends on Qualifications + Full Benefits
- Location:** Ventura County Transportation Commission, Ventura, CA
- Hours:** Full-Time Position
- Apply By:** Open Until Filled, Next Filing Date: March 12, 2018

Position

The Ventura County Transportation Commission (VCTC) is soliciting applications for the position of Program Manager – Transportation Planning. The incumbent, under general direction, performs professional level transportation planning, programming and funding of transportation projects in the region; oversees long-range transportation planning activities, including developing and updating short-term action plans. Manages corridor and project planning activities. The Manager works closely with other departments, regulatory agencies and Commission members; and does related work as required.

The positions primary responsibility is to ensure smooth functioning transportation planning programs. It requires the ability to exercise independent judgement and discretion in formulating, managing, and overseeing programs.

Typical and Important Duties

Duties may include, but are not limited to, the following:

- Responsible for comprehensive multi-modal transportation planning within VCTC's jurisdiction including Ventura County Congestion Management Plan, Comprehensive Transportation Plan, Multi-modal Corridor Plans and the Comprehensive Airport Land Use Plan.
- Serves as a regional transportation planning resource to Ventura County jurisdictions and work to build consensus among local jurisdictions.
- Represents and coordinates VCTC plans with local, regional, and federal agencies including the Southern California Association of Governments and the Ventura County Air Pollution Control District.
- Responsible for the Ventura County Traffic Model (VCTM) forecasting process and periodic updates.
- Refines VCTM as necessary for consistency with the Southern California Association of Governments regional model.
- Supervises professional staff for VCTC's GIS function including data warehousing, map production, and spatial analysis.
- Coordinates planning activities with internal departments and external agencies.
- Represents VCTC to the professional community, including making oral and graphic presentations or preparing materials for presentation to the Commission, committees, staff, and interested groups related to transportation planning and modeling issues.

- Oversees the preparation of Commission reports by professional staff.
- Supervises the work of professional staff to ensure adherence to project scope, budget, and schedule requirements.

The Ideal Candidate This position may be filled at any point of the salary range depending on candidate's experience. Specific experience and education requirements are:

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- *Experience:* **Five years** of progressively more responsible professional-level experience in urban, regional, transit or transportation planning or engineering, including **at least two years** managing transportation planning programs.
- *Training:* A bachelor's degree from an accredited college with major coursework in regional, urban or transportation planning, community development, public policy, political science or a related field; and five years of public agency experience in urban, regional, transit or transportation planning.

Job – Related Qualifications

Knowledge of:

- Principles and practices of transportation, transit, land use and environmental planning; regional, urban and/or transportation planning and policy development.
- Organizational and management practices as applied to the analysis and evaluation of contracts, policies, and operational needs, project management principles and concepts.
- Principles and practices of budget development and administration.
- Pertinent Federal, State, and local laws, codes, and regulations, particularly related to Federal and State Departments of Transportation.
- Modeling principles and processes.
- Local state and federal transportation funding mechanisms.
- Effective public speaking and presentation techniques.
- Applicable local, state, and federal laws and regulations, particularly rideshare privacy statutes.

Ability To:

- Provide administrative, professional leadership, and direction for the division.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Perform complex professional planning work with significant initiative and minimum supervision.
- Assign, direct, coordinate and evaluate the work of professional and technical planning staff.
- Analyze difficult problems, identify alternative solutions, project consequences of proposed actions, develop a positive course of action and implement recommendations in support of goals.
- Demonstrate sound professional judgment, reason logically, and think creatively.
- Research and interpret applicable federal and state rules and regulations as well as Agency policies. Interpret and apply the policies, procedures, laws, and codes, and regulations pertaining to programs and functions.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare and present clear, effective, and accurate reports, correspondence, policies, procedures, and other oral and written materials.
- Make effective public presentations.
- Establish and maintain effective relationships with those contacted in the course of the work.

- Represent the Agency effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.

Licenses and Certificates:

All licenses and certificates must be maintained as a condition of employment.

- A valid appropriate California driver's license may be required.
- Maintain a satisfactory driving record.

How to Apply

To apply for this excellent opportunity, candidates must submit an application through CalOpps.org. This position is **OPEN UNTIL FILLED. The next filing date/review of applications will take place on Monday, March 12, 2018.** Candidates can access the application at <https://www.calopps.org/regional-government-services/job-17711341> and find out more information about VCTC at <https://www.goventura.org/>. Only those candidates that submit an application, cover letter, and resume will be reviewed. Cover letters should address experience and qualifications, your career goals, as well as your specific interest in this specific position. After the final filing date, applications, cover letters and resumes will be reviewed and the most qualified candidates will be invited for an interview. Please, contact Steve DeGeorge via email at sdegeorge@goventura.org for any additional inquiries.

Benefits:

VCTC offers a comprehensive benefits package, with the key provisions as follows:

Employer provided:

- Vacation: accrued at 80 hours/year, increasing with VCTC service.
- Sick leave: accrued at 8 hours/month.
- Holidays: 9 holidays (72 hours) & 3 floating holidays (24 hours) per year.
- Health insurances including medical, dental and vision benefits are available under group plans. VCTC pays the premiums for eligible family members.
- Employee Assistance Program.
- Long term Disability, Life, AD&D Insurances.
- State Disability Insurance (SDI).
- PERS Miscellaneous formula:
"Classic" members: 2% @ 60; employees contribute the full employee's portion of the retirement contribution regardless of prior CalPERS membership and service.
"New" members: 2% @ 62; employees are required to pay the employee's portion of the retirement contribution, consistent with the Pension Reform Act of 2012.
- VCTC does not participate in Social Security.

Optional benefits:

- Deferred Compensation Savings Plans (457), Flexible Spending Accounts.

About VCTC

The Ventura County Transportation Commission (VCTC) is a regional transportation planning agency committed to keeping Ventura County moving! If you drive, take transit, bike or walk in Ventura County, chances are, the VCTC has helped you do it. By working in close partnership with each of the cities and the County, the VCTC is ever mindful of maintaining the character of Ventura County while prioritizing transportation investments.

