



Now accepting applications for:

Program Manager Transit Services

Salary: \$70,132 - \$128,510 Annually DOE

The Position

Are you a professional in the field of Transit Services? Are you a self-starter who excels at leading and developing others to provide excellent and effective transit services? And are you excited to work with a dynamic team?

The Ventura County Transportation Commission (VCTC) is seeking qualified, well-organized, and team-oriented leaders to apply for the position of Program Manager-Transit Services.

Under general supervision, develops, negotiates, monitors, and evaluates the Agency's transit operations contract administration; manages and executes activities associated with complex oversight, planning, technical analysis, and administration of transit operating contracts and transit capital projects; reviews, analyzes, and applies policies for Agency, federal, state, and local contracting regulations; provides project oversight and management by tracking, analyzing and recording data; represents the Agency on matters relative to the transit contract program; and does related work as required.

The Commission

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. VCTC has a hybrid work arrangement combining working from home with work in the VCTC office. The supervisor's permission is required, and the policy is subject to change.



The Ideal Candidate Will

- Foster an environment of trust and ethics, aligning organizational objectives with employees' skills and regional development plans, and create action plans that deliver quality results.
- Have experience in transit operations contract administration; managing and executing activities associated with complex oversight, planning, technical analysis, and administration.
- Be experienced in modern administrative and management principles, procedures, and techniques including the principles and practices of supervision, training, and employee development.
- Represent the Agency effectively in contacts with elected officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information in a manner consistent with job functions.
- Prepare detailed reports, plans, and specifications, policies, procedures, correspondence, and complete reliable studies and research as needed.
- Handle budget preparation and management.
- Be comfortable with modern transit systems, and applicable software and office methods, procedures, and equipment including Microsoft Office programs (Excel, Word, and Outlook).



Competencies

Accountability - Accepts responsibility for themselves and their team.

Adaptability/Flexibility - Responds effectively to multiple demands, ambiguity, shifting priorities, emerging situations, and rapid change.

Collaboration - Fosters team communication and dialogue, and identifies opportunities for building consensus for team options, decisions, and outcomes.

Creativity/Innovation - Applies original thinking in approach to job responsibilities and improving processes, methods, systems, or services.

Influence - Exerts a positive effect on other's views, attitudes, decisions, perceptions, and/or beliefs.

Initiative - Identifies and takes action to address problems and opportunities.

Judgment - Makes decisions that are based on careful thought and input from others.

Leadership - Inspires others toward a common vision and fosters trust and ethics.

Management and Supervision - Aligns organizational objectives with employees' skills, competency requirements, development plans, and the delivery of results.

Results Orientation/Execution - Translates objectives into action plans, including identifying task interdependencies.



Qualifications

A typical way to obtain the knowledge, skills, and abilities would be

Experience: Five years of progressively responsible experience in transportation planning, operations, planning and/or rail transportation including at least two years of project management or supervisory experience.

Training: A bachelor's degree from an accredited college in urban planning, transportation planning, public administration, environmental studies, public policy, political science, or a related field. Master's degree in related field desirable.

Benefits

- VCTC offers a comprehensive benefits package with the key provisions as follows: Employer provided:
- Vacation: accrued per pay period, at 80 hours a year, increasing with VCTC years of service
- Sick leave: accrued per pay period at 96 hours a year
- Holidays: 9 holidays (72 hours) and 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
- Educational Reimbursement Program
- Long term Disability, Life, AD&D Insurances
- State Disability Insurance (SDI)
- PERS Miscellaneous formulas are Classic members: 2% @ 60, "New" members: 2% @ 62, VCTC does not participate in Social Security, but does contribute to Medicare

Optional benefits: Deferred Compensation Savings Plans (457), Flexible Spending Account



The Selection Process

To be considered for this opportunity, please submit a complete application no later than Monday, August 19, 2022, 11:59 PM PST. Late applications will not be considered.

The link to apply may be found at www.governmentjobs.com/careers/rgs

RGS will evaluate each applicant's qualifications based solely on the information provided on the application, supplemental questions, and resume. Failure to fully complete the application, supplemental questions, and resume may eliminate you from consideration. While a resume is required, providing a resume is not a substitute for completing the application. RGS may also conduct a remote screening to determine candidates' qualifications in relation to the needs of the position.

RGS will provide VCTC a list of qualified candidates for further consideration in the recruitment process. All candidate communication will be provided by RGS through this point. Please direct any questions regarding the position or the recruitment to Kris Harapan at kharapan@rgs.ca.gov.

Once VCTC takes on further candidate evaluation, the remainder of candidate communication will be provided by VCTC staff. VCTC staff will evaluate each candidate's background based on information submitted at the time of application, and the most qualified candidates may be invited to participate in a preliminary remote interview. Candidates may also be invited to take a possible remote or in person knowledge and skills evaluation. Further hiring interviews may also be conducted by VCTC staff.

Neither Regional Government Services nor VCTC are responsible for the failure of internet forms or email transmission in submitting your application. Applicants with any questions or those who may require special assistance in any step of the selection process should advise RGS by emailing kharapan@rgs.ca.gov upon submittal of their application.

The Ventura County Transportation Commission is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, national origin, marital status, medical condition, or disability.



Recruitment services provided by
Regional Government Services

Contact: Kris Harapan
kharapan@rgs.ca.gov 650.587.7300 x92

VCTC is an Equal Opportunity Employer