



Ventura County Transportation Commission
Job Description

Programming Director

Definition

Under administrative direction, plans, organizes, coordinates, administers, and directs VCTC's program transportation funds to include grant funding for multiple transportation programs, and related government relations. VCTC's funding is frequently combined with other sources to accomplish sponsors' operating and service objectives. The incumbent will work in collaboration with other government agencies, public and private transit operators and suppliers, and interested parties to facilitate the development of financial and highway project plans, organizational and institutional arrangements, and management approach. Performs related work as required.

Distinguishing Characteristics

This position classification is a department head reporting to the Executive Director. It has primary responsibility for oversight and management of the myriad and complex grants and funding sources as well as highway project management and related government relations. This position exercises independent judgment and discretion in formulating, managing, and controlling programming programs and in strategic planning. It is distinguished from other department head-level positions by its overall responsibility oversight and coordination for all state and federal funding sources.

Typical and Important Duties

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

- Oversees, coordinates, and administers Agency funding programs and initiatives and related grants to include setting state and federal project funding priorities and ensuring state and federal requirements are satisfied.
- Researches and remains aware of current upcoming grant funding opportunities and recommends possible grant strategies to include advising and making recommendations to the Executive Director on strategies for funding and legislation as well as coordinating and collaborating with funding/regulatory agencies and project sponsor staff to obtain funds for programs and projects including resolving issues, and ensuring requirements are met.
- Prepares grant funding applications and related supporting documentation and monitors progress to ensure compliance with regulations for outside agencies receiving funding through VCTC.
- Prepares required documentation for grant compliance audits to include periodic grant status reports, instruments and tools used to track program fund balances, and forecasting and financial products utilized to provide estimates of future funding availability.
- Maintains, collects, and tracks a variety of data to include current project information, conducting analyses, and making recommendations based on the information through various reports, charts, tables, and other project management related deliverables.

- Monitors and provides feedback and recommendations related to regional, state, and federal actions, programs, and plans impacting VCTC and other local transit services to include conducting and providing analyses about the impacts as well as representing VCTC's interests regarding funding at the state and federal levels.
- Provides timely communication of program status, issues, and recommendations to the Executive Director and VCTC executive staff.
- Develops schedules, presentations, charts, spreadsheets, letters, memos, and other materials and products to relay and provide information to a variety of audiences to include lobbyists, local, state, and federal contacts and representatives, other constituent agencies and organizations, and the public.
- Manages consultant teams to oversee the preparation of highway project-specific planning studies.
- Formulates, recommends, implements, modifies, and administers policies and procedures governing programming operations.
- Represents the Agency in meetings with other governmental agencies to include delivering presentations to a variety of audiences such as commissions, boards, professional organizations, business organizations, community organizations, and the general public.
- Develops, oversees, monitors, and administers departmental budget and related expenditures to include making modifications and adjustments as needed.
- Plans, evaluates, trains, motivates, assigns, counsels, disciplines, and supervises the work of assigned staff.
- Performs other related duties and responsibilities as assigned.

Minimum Qualifications

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 transportation programming-related experience, including at least two years in a supervisory capacity.

Training: A bachelor's degree from an accredited college or university with major coursework in business administration, public administration, transportation planning, environmental studies, political science, public policy, or a related field.

Job-Related Qualifications

Knowledge of:

- Transportation planning principles and practices.
- State and federal transportation funding policies and procedures.
- Local and regional transportation issues.
- Applicable local, state, and federal laws and regulations, including SB 1.

- General knowledge of transportation development process including state and federal environmental policies.
- Public presentation techniques.
- Report preparation, management, and record keeping techniques.
- Governmental procurement and contracts management requirements.
- Modern administrative and management principles, procedures, and techniques.
- Principles of management, supervision, training, and employee development.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Business letter writing and the standard format for reports and correspondence.
- Methods and techniques of public sector budgeting and cost reporting.
- Organization and function of local, state, and federal public agencies as they relate to transportation issues.
- Local, regional, state, and federal funding sources, programs and grant eligibility processes.

Ability to:

- Understand and integrate a variety of transportation related funding
- Make accurate mathematical and financial calculations.
- Analyze difficult problems, develop a positive course of action, and follow through on its implementation.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Demonstrate sound professional judgment, reason logically, and think creatively.
- Research and interpret applicable federal and state rules and regulations as well as VCTC policies.
- Understand, interpret, and analyze complex legal and technical information.
- 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.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Make effective public presentations.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Represent VCTC 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.
- Organize, plan, supervise, coordinate and evaluate the work of subordinate employees; train staff in work procedures.

- Take initiative, reason critically and strategically, and be creative in developing and introducing new ideas.
- Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems.
- Develop a team-approach to organizational opportunities and challenges.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments.
- Work in a safe manner modeling correct VCTC safety practices and procedures.
- Maintain confidentiality regarding sensitive information.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Using a personal computer and associated applications, such as transportation related and project programming databases.

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.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit, stand, walk, kneel, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 30 pound boxes, files, and materials.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; work protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs. Work Environment: Mobility to work in a typical office setting.

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