

Ventura County Transportation Commission  
Job Description

**Program Manager – Programming**

**Definition**

Under general direction, performs professional level transportation planning, programming and funding of transportation projects in the region; oversees various transportation programs, such as the Federal Transportation Improvement Program, Jobs Access Reverse Commute, Advanced Mobility of Seniors and Individuals with Disabilities, Active Transportation, and Low-Carbon Transit Operations programs. The Program Manager works closely with other departments and Commission members; acts as a liaison with state and federal funding agencies; and does related work as required.

**Distinguishing Characteristics**

This single-position management-level classification reporting to a department head, and has primary responsibility to ensure the smooth functioning of the transportation funding programs designated by the Director. This position exercises independent judgment and discretion in formulating, managing, and overseeing the programs. It is distinguished from the next higher level position of department head, in that the latter has greater responsibility for a wider variety of programs and functions.

**Typical and Important Duties**

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

- Maintains current information on state and federal funding programs including guidelines and regulations.
- Provides recommendations to the VCTC executive management and to Ventura County transportation fund recipients, regarding transportation project priorities and funding strategies.
- Monitors project statuses to advise local jurisdictions and other transportation grant recipients regarding compliance with federal and state grant requirements particularly reporting requirements and delivery deadlines.
- Supervises professional staff and provides oversight of consultant contracts and ensures adherence to scope, schedule, and budget. Coordinates planning activities with internal departments and external agencies.
- Maintains databases and spreadsheets to track project funding information and statuses; researches, compiles, analyzes and summarizes information, prepares information.
- Reviews federal and state funding guidelines under development and provides comments on behalf of VCTC as appropriate.
- Works with project sponsoring agencies and funding agencies to resolve issues and facilitate project approval.
- 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. Provides periodic status reports and resolves issues in a timely manner.
- Collaborates with other managers and staff members in order to formulate and implement policies, procedures, goals, and objectives.
- Plans, directs, and reviews the work plan for the Department, meets with staff to identify and resolve problems; assigns work activities, projects, and programs, monitors work flow; reviews and evaluates work products, methods, and procedures.
- Participates in the development and administration of the department/division annual budget; scopes of work, grant proposals, and grants.
- Provides responsible staff assistance to the department director; prepares and presents staff reports and other necessary correspondence.
- Represents VCTC in statewide and regional transportation programming policy meetings.
- Plans, coordinates and facilitates a variety of policy and planning committee and public participation meetings to present information, to promote programs and services, to stimulate discussion and/or facilitate consensus.
- Plans, schedules and prioritizes programming activities; communicates status of projects to executive management and works cooperatively to schedule activities according to established and specific operational priorities.
- Develops and administers program budget; oversees expenditures.
- Represents the Agency in meetings with other governmental agencies; makes presentations before commissions, boards, professional organizations, business organizations, community organizations, and the general public.
- Performs related duties and responsibilities as assigned.

### **Experience and Training**

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 or funding 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:*

- 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.

- Local state and federal transportation funding mechanisms.
- Effective public speaking and presentation techniques.
- Applicable local, state, and federal laws and regulations, particularly fund program guidelines.
- Governmental procurement and contracts management requirements.
- Standard administrative practices and procedures, including the use of modern office procedures, standard computer software systems and equipment.
- Business letter writing and the standard format for reports and correspondence; report preparation and record keeping techniques.
- Organization and function of local, state, and federal public agencies as they relate to transportation issues.
- Accounting principles and practices.

*Ability to:*

- Provide administrative, professional leadership, and direction for the division.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Perform complex program management work with significant initiative and minimum supervision.
- Assign, direct, coordinate and evaluate the work of professional and technical 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.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner modeling correct Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- Using a personal computer and associated applications.

**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, abilities, 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 for prolonged periods; 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; occasionally works 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.

Approved:	July 2018
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ADA Review:	
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Physical:	No