

Ventura County Transportation Commission
Job Description

Executive Director

Definition

Under policy direction of the Commission, plans, organizes, coordinates, and administers through management staff all transportation-related functions and activities for Ventura County Transportation Commission; provides policy guidance and coordinates the activities of department heads and staff; fosters cooperative working relationships with a variety of inter governmental agencies, civic groups, and staff; and does related work as required. In addition, this position is under contract between the Commission and the Ventura Council of Governments to plan, organize, coordinate, and manage functions and activities for Ventura Council of Governments.

Distinguishing Characteristics

This single-position classification has overall responsibility for policy development, program planning, fiscal management, administration, and operation of all Commission functions, programs, and activities. The incumbent is responsible for accomplishing Commission goals and objectives and for ensuring that the area served is provided with desired and mandated services in an effective, cost efficient manner. The Executive Director is appointed by and serves at the pleasure of the Commission.

Typical and Important Duties

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

- Plans, organizes, coordinates, and directs, through others the work of the Commission.
- Develops and directs the implementation of Commission goals, objectives, policies, procedures, and work standards.
- Works closely with the various governing bodies, boards, and commissions, a variety of public and private organizations, and citizen groups in implementing programs and projects to solve identified problems; advises the Commission on issues and programs.
- Prepares and recommends long range plans for Commission services and programs; develops specific proposals for action on current and future Commission needs.
- Makes final interpretations of Commission regulations and various codes and applicable laws to ensure compliance.
- Directs the preparation and administration of the Commission's annual budget.
- Represents the Commission in contacts with various governmental agencies, community groups, and various business, professional, and other organizations directly or through subordinate staff.
- Coordinates the preparation of a wide variety of reports or presentations to the Commission or other governing bodies.

- Directs the selection, supervision, and the evaluation of staff; plans, evaluates, and supervises the work of direct report staff; monitors and directs Commission wide employee relations, staff development, and other issues.
- Directs the development and implementation of management systems, procedures, and the application of standards for program evaluation.
- Performs other related duties and responsibilities as directed by the Commission.
- The Executive Director will perform similar duties as identified above in his capacity as the Executive Director of VCOG in areas outside the discipline of transportation and also coordinate and integrate activities between the two agencies as appropriate and necessary.

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: Eight years of progressively more responsible professional-level transportation-related experience, including at least three years at a department head level.

Training: A master's degree from an accredited college with major coursework in transportation planning or engineering, business administration, public administration, economics, finance, or a related field.

Job-Related Qualifications

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development and implementation, and employee supervision.
- Principles, practices, and program areas related to the management of a public agency.
- Applicable legal guidelines and standards affecting public agency administration.
- Principles and practices of budget development and administration.
- Funding sources impacting transportation-related program and service development.
- Social, political, and environmental issues influencing program administration.
- Principles and practices of contract administration and evaluation.
- Local, regional, state, and federal laws, ordinances, and policies governing transportation issues.
- Local and regional bodies that implement laws, ordinances, and policies governing transportation issues.
- Organization and function of local, state, and federal public agencies as they relate to transportation issues.
- Meeting noticing and agenda setting requirements for public meetings.

Ability to:

- Plan, organize, administer, and coordinate a variety of large and complex transportation-related services, projects, and programs.

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Analyze complex technical and administrative transportation-related services problems, evaluate alternative solutions and implement effective courses of action.
- Select, motivate, and evaluate staff, and provide for their training and professional development.
- Prepare clear and concise reports, correspondence, and other written materials
- Establish and maintain cooperative working relationships with the Commission, and a variety of citizens, public and private organizations, boards and commissions, and Commission staff.
- Exercise sound, independent judgment within general policy guidelines.
- Understand and integrate a variety of transportation-related programs.
- Analyze difficult problems, develop a positive course of action, and follow through on its implementation.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Make effective public presentations.
- Represent the Commission 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 safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a personal computer and associated applications, such as transportation models, geographic information systems, and related planning 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, 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.

Approved:	February 2010
Revision Dates:	January 2010
Former Titles:	
Status:	Executive
ADA Review:	
DOT:	No
Physical:	No