

Ventura County Transportation Commission
Job Description

Program Manager – Transit Services

Definition

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.

Distinguishing Characteristics

This single-position classification reports to a department head and is characterized by its independent responsibility for managing a wide variety of transit contracts. 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 later 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:

- Manages the Agency's transit contracts programs in compliance with federal, state and local requirements.
- Keeps up-to-date with transit contract requirements; reviews regulations and procedures, and develops appropriate policies and programs.
- Disseminates information about VCTC transit services, including accessible transit services; makes presentations on services and programs to a variety of schools, civic organizations, public agencies, and private organizations.
- Negotiates and executes cooperative agreements and Memorandums of Understanding and transit contracts.
- Assesses issues concerning transit lines and recommends solutions and long term improvements.
- Represents the Agency in meetings with other governmental agencies; makes presentations before commissions, boards, professional organizations, business organizations, community organizations, and the general public.
- Assesses issues concerning VISTA services and recommends solutions and long term improvements; plans for new VISTA transit services.
- Develops and administers forecasts, impacts and program budgets; oversees expenditures.
- Develops, applies, and evaluates analytical, quantitative and statistical tools and their results.
- Prepares comprehensive reports, correspondence and presentations.

- 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 transportation-related planning experience, including at least two years working with transit operations or contract management of transit programs.

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

Job-Related Qualifications

Knowledge of:

- Theories, principles, and practices of transportation planning and public transit operations.
- Applicable local, state, and federal laws, rules and regulations governing contract transit functions.
- Report preparation and record keeping techniques.
- Governmental procurement and contracts management requirements; bid and contract analysis and administration processes.
- Financial, analytical, statistical, and mathematical methods and procedures.
- Standard administrative practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Records management principles and practices.
- Budget preparation and management.
- Meeting noticing and agenda setting requirements for public meetings.
- Public record acts and Roberts Rules of Order for legislative bodies.

Ability to:

- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets and agreements.
- Plan, organize, and monitor the Agency's transit contracts.
- Analyze issues, develop a positive course of action, and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically, and think creatively.
- Research and interpret applicable federal and state rules and regulations as well as Agency policies.
- 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.

- Use initiative, discretion, and sound independent judgment within policy and procedural guidelines.
- 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 following correct Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a personal computer and associated applications.
- Rapid note taking and accurate transcription of own notes.

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; 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 and to periodically work in a field setting.

Approved:	June 7, 2013
Revision Dates:	
Former Titles:	
Status:	Exempt/Mid-management
ADA Review:	
DOT:	No
Physical:	No