



# Ventura County Transportation Commission

*invites your interest in the position of*

**Executive Director**



Recruitment Services Provided By Ralph Andersen & Associates



# Outstanding Career Opportunity

This is an outstanding career opportunity to lead a dynamic and impactful organization in Ventura County. The Ventura County Transportation Commission desires an innovative, resourceful public sector executive to oversee this agency and provide ethical, transparent leadership while working to improve Ventura County's transportation system and increasing the quality of life.

## Ventura County Transportation Commission

Ventura County is characterized by development along the coast and along the U.S. 101, State Route 118, and State Route 126 corridors. The county is also characterized by mountain ranges and valleys that create distinct regions, and large quantities of agricultural land and national forest. The County is further defined by land preservation ordinances, Guidelines for Orderly Development, and a large military community.

VCTC is a state-designated regional transportation planning agency (RTPA) created to address regional transportation issues. As the RTPA, VCTC allocates transit funding to the cities of Camarillo, Fillmore, Moorpark, Ojai, Santa Paula, Simi Valley, Thousand Oaks, County of Ventura, Gold Coast Transit District, and Metrolink. VCTC also operates VCTC Intercity Bus and serves as the administrator of the Valley Express Transit service which serves the cities of Santa Paula, Fillmore, and the unincorporated area of Piru. Nine distinct bus transit services currently operate in Ventura County, providing fixed-route service, paratransit service, or both. Ventura County is also served by Metrolink and Amtrak rail services as VCTC is a member agency of the five-county Southern California Regional Rail Authority (SCRRA), known as Metrolink, and the six-county Los Angeles, Orange, San Diego, San Luis Obispo, Santa Barbara, and Ventura (LOSSAN) joint powers authority that manages Amtrak service.

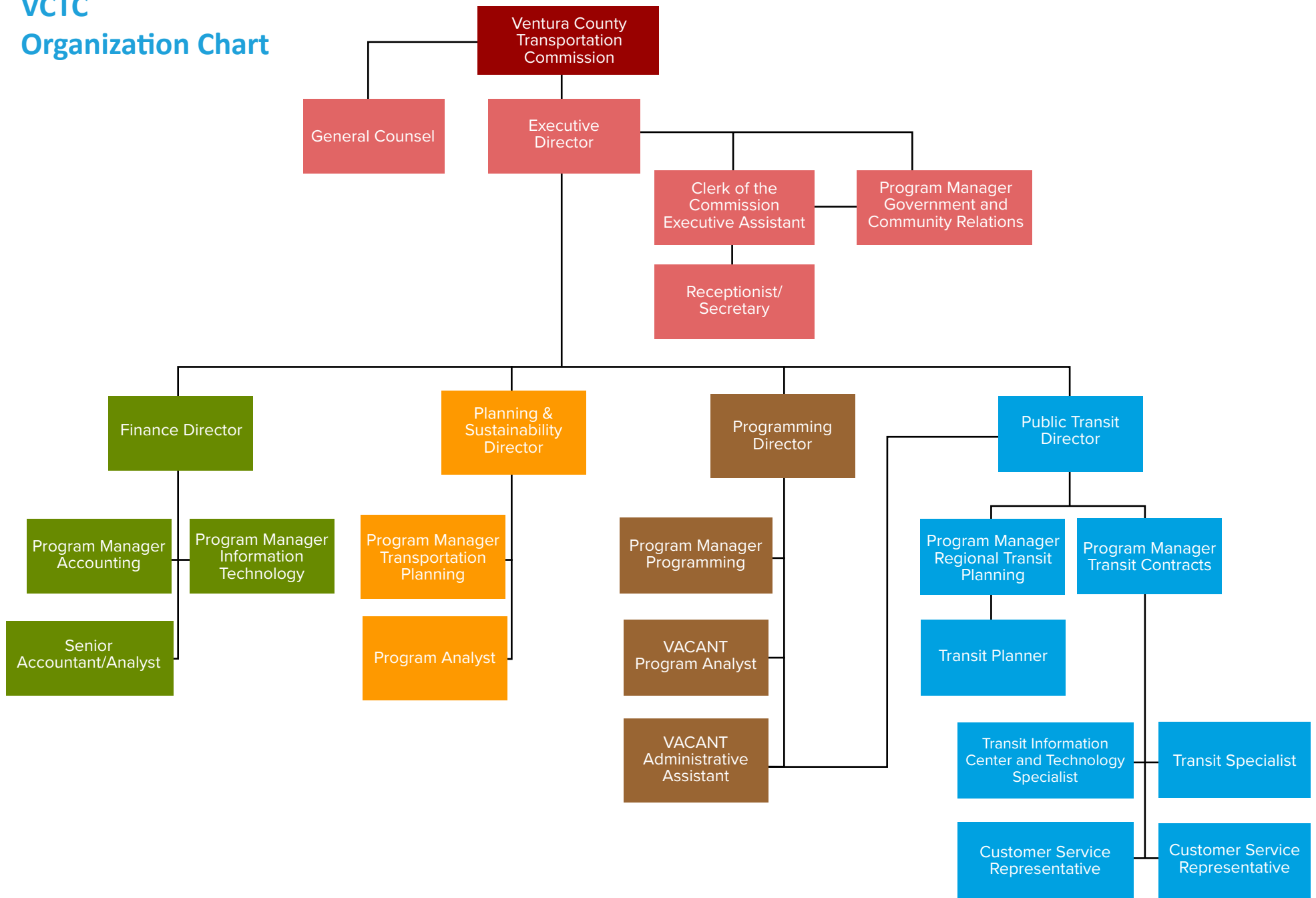
The Commission itself is a 17-member board comprised of the five Ventura County Supervisors; one member from each City Council; and two citizen appointees, as well as the Caltrans District Director. The Commission meets monthly.

Further adding to VCTC's regional responsibilities, the Commission is designated to administer and act as the:

- ❖ Airport Land Use Commission
- ❖ Congestion Management Agency
- ❖ Consolidated Transportation Service Agency
- ❖ County Transportation Authority
- ❖ Regional Transportation Planning Agency
- ❖ Service Authority for Freeway Emergencies
- ❖ Local Transportation Authority

# VCTC

## Organization Chart





# The Position

The previous Executive Director served in the role for fourteen years until his recent appointment as CEO of Metrolink. In seeking a new Executive Director, key responsibilities of this position will include providing executive leadership and guidance to the organization and ultimately promoting VCTC's mission to enhance mobility both locally and regionally by working collaboratively with each of the cities, the county, and other partner agencies to plan for, fund, and manage a wide array of activities designed to keep Ventura County moving. This mission, that spans an array of complex issues, continues to provide improved quality of life and sustainable communities for Ventura County.

This at-will position reports directly to the Commission.

VCTC has a FY21/22 budget of \$82M million including an administrative budget of \$1.8M million with 23 allocated positions which includes a 6-member executive management team reporting directly to the Executive Director. In addition to the Executive Director, the Executive Management Team includes; Planning and Sustainability Director, Programming Director, Finance Director, Public Transit Director, Clerk of the Commission, and the Government and Community Relations Manager.

Key responsibilities include:

- ❖ Work collaboratively with the Commission to facilitate and promote the Agency's goals by providing high-level representation to member agencies, outside agencies, regulators, and business groups.
- ❖ Assume full leadership and management responsibility for a complex planning and operating agency and provide and implement effective policies Countywide.
- ❖ Extensive interaction with an array of regulatory, transportation agencies, and regional partners such as Gold Coast Transit, Caltrans, South Coast Air Quality Management District, Southern California Association of Governments, Metrolink, and many others within and outside of the region.
- ❖ Fully engage and utilize members of the elected body to influence and advocate on issues and topics to pursue legislative activity in both Sacramento and Washington, D.C.
- ❖ Develop relationships with private sector interests and partners, including chambers of commerce, building industry representatives and other groups which can be impacted by and contribute to VCTC's work.
- ❖ Oversee the development and administration of the Agency's budget including seeking funding for program support at the local, state, and federal level for planning initiatives, sustainable development, environmental programs, mobility programs, and other innovative solutions that help with sustainable communities.



# Major Upcoming Projects

- ❖ VCTC is preparing an update to the Ventura County Comprehensive Transportation Plan to create a connected, resilient, and equitable transportation future over the next 30 years for Ventura County.
- ❖ Our Future 101 Plan: VCTC is currently drafting the environmental document for the addition of High Occupancy Vehicle/Express Bus Lanes to US 101, Ventura County's "Main Street." The public review of the document is anticipated for Spring/Summer 2022.
- ❖ VCTC is working with the rail agencies to implement improvements to the county's rail line, which is used by the Amtrak Pacific Surfliner and Metrolink commuter trains, with a focus on bringing about significant improvements by 2028 as part of the Los Angeles Olympics effort.
- ❖ VCTC is wrapping up its Freight Corridors Study and in the coming years will work with the Port of Hueneme and other agencies to implement the freight improvements called for in the Study.
- ❖ VCTC is pursuing digital and traditional outreach strategies to connect with existing and potential transit customers, share information about alternative mobility options such as rideshare and active transportation, and establish the VCTC brand across the greater Ventura County community.
- ❖ VCTC is currently conducting a Transit Integration & Efficiency Study (TIES) to better integrate the existing transit services throughout the County.



## The Ideal Candidate

The ideal candidate for the Executive Director will be a strategic thinker with the ability to guide concepts into action and possess a keen and deep understanding of VCTC's communities and their needs. This executive will possess the ability to present information in a logical, concise, and coherent matter. The individual will have a passion and enthusiasm for public transit and ways in which to enhance its effectiveness. The candidate should have experience, intelligence, and a vision for the future of transportation as it relates to housing, education, and employment opportunities.

The ideal Executive Director will foster a positive and supportive work environment and support collaboration across departments while serving as a bridge between the staff and the commissioners.

The ideal candidate will be committed to serving the diverse communities in Ventura County, be well grounded in the current practices of the industry but be able to think outside the box and be creative in service delivery.

## Personal traits and characteristics

- ❖ Confident and engaging professional with the highest level of integrity and honesty and outstanding communication, interpersonal, and leadership skills.
- ❖ Proactive and aggressive in addressing legislative activity and funding sources that impact VCTC's mission, strategic plan, and policy functions at the local, state, and federal levels.
- ❖ Politically astute yet apolitical; able to operate effectively in an environment with many complex planning issues affecting the quality of life for Ventura County.
- ❖ A skilled facilitator who is committed to building relationships with partner agencies, community organizations, and the community at large to find acceptable solutions to key issues that include controversial topics.



# Desired Qualifications

## Knowledge of:

- ❖ Highly complex principles and practices of regional transportation planning, infrastructure needs, environmental sustainability issues, and regulatory compliance.
- ❖ Policy development, funding, and legislative affairs.
- ❖ Board relations and board development.
- ❖ Organizational development, staff management, and leadership and succession planning.

## Ability to:

- ❖ Provide effective leadership, vision, and coordination of the short- and long-term activities of a regional government organization in the support of planning, operations, and other key issues affecting quality of life.
- ❖ Plan, organize, administer, and coordinate a variety of large transportation-related services, projects, and programs.
- ❖ Analyze complex technical and administrative transportation-related service problems, evaluate alternative solutions, and implement effective courses of action.
- ❖ Select, motivate, and evaluate staff and provide for their training and professional development.
- ❖ Understand and integrate a variety of transportation-related programs.
- ❖ 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.

# Qualifying Experience and Education

## Experience:

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:

Significant responsible managerial experience in regional, city, county, state, or federal administration or planning with at least eight (8) years in a highly responsible leadership and executive management capacity is required, including three (3) years at a department head level.

## Other considerations:

- ❖ Experience working directly or closely with elected officials and executive level staff;
- ❖ Public Sector executive experience in California is highly regarded; and
- ❖ Verifiable track record of success with related issues.

**Education:** Bachelor's degree is required. An advanced degree is strongly preferred.





# Compensation and Benefits

**Compensation:** Specific salary will be based upon evaluation of a candidate's overall ability to provide exemplary leadership to the organization. For further information on compensation, questions should be directed to Ralph Andersen & Associates.

## **Retirement:**

- ❖ PERS Miscellaneous formula
- ❖ "Classic" members: 2% @ 60; employees contribute the full employee's portion of the retirement contribution regardless of prior CalPERS membership and service.
- ❖ "New" members: 2% @ 62; employees are required to pay the employee's portion of the retirement contribution, consistent with the Pension Reform Act of 2012.
- ❖ VCTC does not participate in Social Security but is in Medicare.

**Vacation:** Accrued at 80 hours/year, increasing with VCTC service.

**Sick Leave:** Accrued at 8 hours/month.

**Holidays:** 9 holidays (72 hours) and 3 floating holidays (24 hours) per year

**Administrative Leave:** 40 hours/year

**Health Insurance:** 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**

**Optional Benefits:** Flexible Spending Account (employee paid)

**Deferred Compensation Plan:** ICMA or CalPERS 457 deferred compensation plan is available.



## To Be Considered

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. Candidates are encouraged to apply immediately, with the recruitment closing on **Monday, October 25, 2021**. Candidates should submit a comprehensive résumé and a compelling cover letter immediately via email to: [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Confidential inquiries should be directed to Mr. Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.

*VCTC is an equal opportunity employer.*

[www.goventura.org](http://www.goventura.org)