

Ventura County Transportation Commission
Job Description

Program Manager – Transportation Data & Services

Definition

Under general direction, performs professional level transportation planning, programming, and funding of transportation projects in the region. Oversees transportation data and modeling and motorist aid services. Provides complex planning and programmatic analysis in support of major regional planning initiatives, program managers, and director level positions to achieve department and VCTC goals; performs related work as required.

Distinguishing Characteristics

This position is differentiated from the Program Analyst position through a higher level of independent analysis and decision-making authority over program design, administration, and operations. The Program Manager will serve as a subject matter expert in assigned functional areas and perform varied research and analysis to support VCTC projects and programs, including budget preparation and administration and program evaluation. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This class is distinguished from the Program Analyst in that the position has full management and oversight authority in planning and organizing the full scope of operations for assigned programs.

Typical and Important Duties

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

- Responsible for data and modeling to support comprehensive multi-modal transportation planning within VCTC's jurisdiction including Ventura County Congestion Management Plan, Comprehensive Transportation Plan, Multi-modal Corridor Plans, and the Airport Comprehensive Land Use Plan.
- Responsible for the use and maintenance of the Ventura County Transportation Model (VCTM). Refines VCTM as necessary for consistency with the SCAG regional model. Assists local jurisdictions in the use of VCTM and application of model outputs to include helping jurisdictions develop population, housing, and employment forecasts, calculating vehicle miles traveled at traffic analysis zone level, documenting transportation model development, and providing periodic status reports to Commission management.
- Oversees, updates, and maintains VCTC's Geographic Information System (GIS) function including data warehousing, map production, and spatial analysis.
- Oversees VCTC's Service Authority for Freeway Emergencies (SAFE) and Motorist Aid programs and related services, including Freeway Service Patrol, Incident Responder grants, emergency roadside call boxes, and speed sensor network and related data.
- Provides oversight of consultant contracts and ensures adherence to scope, schedule, and budget.

- Coordinates, supports, and participates in planning activities with internal departments and external agencies.
- Represents VCTC to the professional community and in statewide and regional transportation planning meetings and committees, including making oral and graphic presentations or preparing reports and materials for presentation to the Commission, committees, staff, and interested groups related to transportation planning and modeling issues.
- 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 assigned programs, meets with related constituents to identify and resolve problems and evaluates work products, methods, and procedures.
- Assists with the development and administration of the department/division annual budget to include scopes of work, funding source identification and tracking, preparing amendments, as well as researching, compiling, analyzing and summarizing information, preparing and maintaining financial spreadsheets, and establishes and maintains a complex and comprehensive database.
- 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: Four years of progressively more responsible transportation-related experience in programming, planning, or analysis.

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, urban planning, transportation planning, information technology, or a related field.

Specialized training in Geographic Information Systems (GIS) and transportation modeling software (i.e. TransCAD). AICP and/or PTP (preferred).

Job-Related Qualifications

Knowledge of:

- Principles and practices of transportation, transit, land use and environmental planning to include regional, urban and/or transportation planning and policy development as well as the organization and function of local, state, and federal public agencies as they relate to transportation issues.
- 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 governmental budget development, administration, and accounting.

- Pertinent Federal, State, and local laws, codes, and regulations, particularly related to Federal and State Departments of Transportation.
- Modeling and forecasting principles and processes.
- Local state and federal transportation funding mechanisms.
- Effective public speaking and presentation techniques.
- Development processes and requirements related to Requests for Proposals, scopes of work, budgets, schedules, and contract management, including governmental procurement and contracts management requirements.
- Standard business etiquette and practices, to include drafting and communicating in written and oral professional form.

Ability to:

- Research, interpret, and apply the policies, procedures, laws, and codes, and regulations pertaining to programs and functions.
- Use standard office equipment, such as desktop computers, telephones, copiers, fax machines, and scanners, utilizing Microsoft office applications (or equivalents) such as Outlook, Word and Excel, in order to communicate and disseminate information to a variety of audiences and stakeholders to effectively meet the goals, objectives, and standards of the organization.
- 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.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Perform complex professional planning work with significant initiative and minimum supervision.
- Assign, direct, coordinate and evaluate the work of professional and technical planning staff and/or consultants and contractors.
- Analyze difficult problems, identify alternative solutions, project consequences of proposed actions, develop a positive course of action and implement recommendations in support of goals.
- 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.

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 2, 2023
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ADA Review:	
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