



VENTURA COUNTY  
TRANSPORTATION COMMISSION

# Programming Director

*"Keeping Ventura County Moving!"*



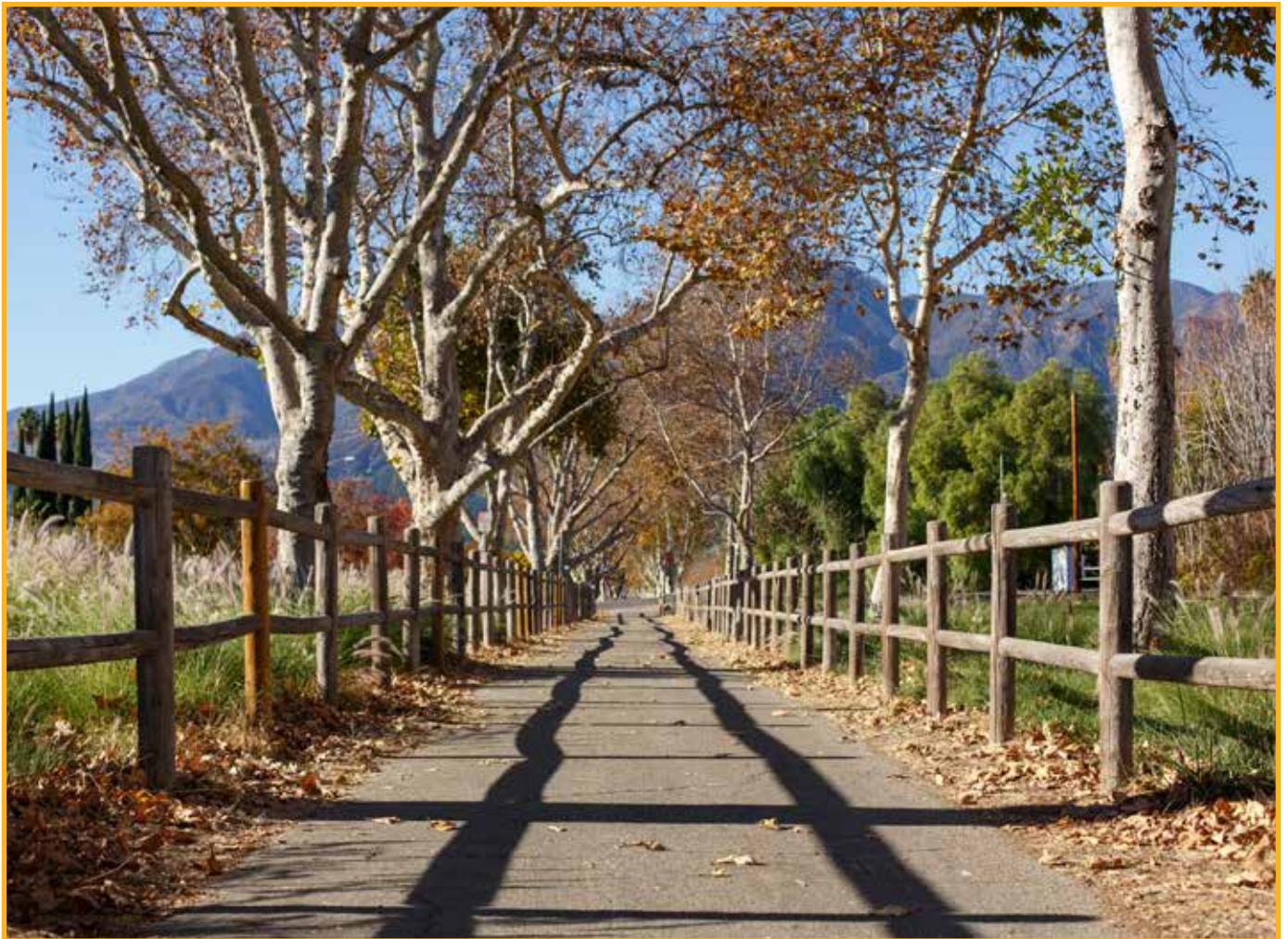
# Unique **Opportunity**

This is an exceptional opportunity to lead a high-performing team in assisting the Ventura County Transportation Commission (VCTC) in its mission to *"Create a more connected, resilient, equitable, and user-friendly Transportation system for Ventura County."*



# The **Organization**

The Ventura County Transportation Commission (VCTC or Commission) was created by Senate Bill 1880 (Davis), Chapter 1136 of the Public Utilities Code in September of 1988. VCTC establishes transportation policies and priorities ensuring an equitable allocation of federal, state, and local funds for highway, transit, rail, aviation, bicycle, pedestrian, and other transportation projects in Ventura County. Further adding to VCTC's regional responsibilities, the Commission is also 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 and Local Transportation Authority.



# Governance

VCTC is governed by a seventeen-member board composed of five Ventura County Supervisors; ten City Council members; and two Citizen Appointees, one representing the cities and one representing the county. In addition, the Governor appoints an Ex-Officio member to the Commission, usually the Caltrans District 7 Director.

VCTC is supported by 24 full-time employees and a Fiscal Year 2024/2025 balanced budget, with no bond debt obligation, of approximately \$131.6 million.

To learn more, go to: [www.goventura.org](http://www.goventura.org)



## The County

Known for its quality education, safety, and economic vibrancy amidst stunning geographical diversity, Ventura County is located on the “Gold Coast”, approximately 35 miles northwest of Los Angeles and 30 miles southeast of Santa Barbara. The County’s nearly 860,000 residents live in ten incorporated cities and enjoy access to beautiful national parks and quality public schools. Offering mountains and rolling hills to sweeping ocean views, the County enjoys a near perfect climate, with an average annual temperature of 74.2 degrees.

The County’s 1,873 square miles, with 43 miles of coastline, offer numerous year-round activities ranging from walking on the beach to enjoying a concert in a park, sailing to the Channel Islands or hiking in the Los Padres National Forest. Ventura County is home to the Ronald Reagan Presidential Library and Museum, the San Buenaventura Mission, art galleries, and a state-of-the-art Civic Arts Plaza. All of this coupled with a diverse economic base from tourism to agriculture to high-tech enterprises in beautifully planned communities, make the region one of the most desirable areas in Southern California.



**VISION:** To keep Ventura County moving.

**MISSION:** To create a more connected, resilient, equitable and user friendly transportation system for Ventura County.

**VALUES:**

**Equity:** We are inclusive in our plans, practice fairness, and recognize that needs vary by region and people served.

**Integrity:** We serve our community, do our work with honesty, are accountable for our actions, and take responsibility for results.

**Service:** We serve our partners and stakeholders with excellence and teamwork, and seek innovative and reliable solutions to meet transportation and mobility needs.

**Sustainability:** We are mindful of the impacts of our work on the environment, the economy, and equity, for our community and the VCTC organization.

# The **Position**

Under the administrative direction of the Executive Director, this pivotal role involves planning, organizing, coordinating, administering, and directing VCTC's transportation program funds, including grant funding for multiple transportation programs and related government relations. The role encompasses merging VCTC's funding with additional sources to meet sponsors' operational and service goals. The successful candidate will collaborate with various government agencies, public and private transit operators, suppliers, and other stakeholders to develop financial and highway project plans, as well as organizational and institutional arrangements.



## **Key Responsibilities:**

- **Strategic Oversight:** Manages and oversees complex grants, funding sources, and highway project management. Exercises independent judgment in strategic planning and program management.
- **Funding Management:** Oversees the coordination and administration of agency funding programs and initiatives, ensuring compliance with state and federal requirements. This includes researching grant opportunities, preparing funding applications, and monitoring compliance.
- **Data Analysis and Reporting:** Maintains and analyzes a wide range of data, preparing detailed reports, charts, and presentations to support decision-making and compliance auditing.
- **Stakeholder Engagement:** Acts as a primary representative of VCTC in meetings with other governmental bodies and public presentations, managing relationships with a broad spectrum of stakeholders including lobbyists, and local, state, and federal representatives.
- **Team Leadership and Development:** Directs and supervises the work of assigned staff, focusing on planning, evaluation, motivation, and professional development.



## Ideal Candidate

The ideal candidate for this position will have comprehensive knowledge of transportation planning principles and a robust understanding of state and federal transportation funding policies. They should also be well-acquainted with local and regional transportation issues, proficient in navigating applicable laws such as SB 1, experienced with federal surface transportation funding agencies and their procedures, and familiar with environmental policies related to transportation projects. Key technical skills include expertise in public presentation, adeptness in report preparation and management, and proficiency in governmental procurement and contracts management. Candidates should also have a firm grasp of administrative and management principles, as well as public sector budgeting and organizational structures at local, state, and federal levels.

Candidates must demonstrate the ability to integrate diverse transportation-related funding sources, perform accurate financial calculations, and develop strategic solutions to complex problems. They should be capable of formulating and implementing goals, policies, and procedures, with a proven track record of making informed decisions and thinking creatively. Effective communication skills are essential, both in writing and verbally, to convey complex information clearly and influence various stakeholders. Leadership qualities should include the ability to supervise and mentor staff, establish and maintain professional relationships, and represent VCTC effectively, even in challenging situations.

The role demands a proactive leader who can manage multiple priorities, meet deadlines, and maintain confidentiality.

### **Why you want to join VCTC:**

- Exceptional supportive organizational culture based on collaboration and mutual respect with long-term, committed leadership.
- The challenge of complex issues and opportunity to assist the Board of Commissioners in making impactful, well-informed decisions.
- Opportunity to lead an outstanding team of dedicated, knowledgeable staff.
- Stunning California locale from mountain vistas to sparkling beaches.
- Highly regarded cities and communities that offer excellent educational, recreational, and cultural choices and activities.

# Education and Experience

Any combination of experience and education 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 transportation programming-related experience, including at least two years in a supervisory capacity.

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



# Compensation & Benefits

The annual salary range for this role is **\$149,249 - \$231,336** dependent on experience and qualifications. In addition, VCTC offers an attractive benefits package that includes:

## Employer provided:

- Vacation: accrued per pay period, at 80 hours a year, increasing with VCTC years of service
- Holidays: 9 holidays (72 hours) & 3 floating holidays (24 hours) per year
- Health insurances including 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 (SDI)
- PERS Miscellaneous formulas are Classic members: 2% @ 60, "PEPRA" members: 2% @ 62
- VCTC operates as a hybrid work environment. Employee eligibility in the three work models (office, hybrid, remote) is dependent on department, position, responsibilities, and duties at the discretion of management.

**VCTC does not participate in Social Security, but does contribute to Medicare.**

## Optional benefits:

- Deferred Compensation Savings Plan (457), Flexible Spending Account



# Application **and Selection Procedure**

This position is open until filled. To be considered for this exceptional career opportunity, submit your application that includes résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues who will not be contacted in the early phases of the process) by the first résumé review date of **April 4, 2025**. Résumé should reflect years and months of employment, beginning/ending dates, as well as size of budgets and organizations you have served.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/2464>

For further information contact:



**Pam Derby**

Tel: 916 / 471-3126

Email: [pderby@cpshr.us](mailto:pderby@cpshr.us)

## **Selection Process**

Résumé and letters of interest will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with VCTC. An appointment to the position will be made following comprehensive reference and background checks to be coordinated with the successful candidate.

