



## EMPLOYMENT OPPORTUNITY

# PLANNING & PROGRAMMING MANAGER

Salary Range: \$9,498 - \$12,823 per month

Application Deadline: **Friday, May 31, 2019 at 4:00 P.M.**

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The Riverside County Transportation Commission (RCTC/Commission), established through California State law, oversees funding and coordination of all public transportation services within Riverside County. The Commission's responsibilities have grown in the 41 years since its inception from coordinating highway and transit planning and identifying projects for state and federal funding to responsibility for all aspects of region-wide planning for Riverside County's mobility and operating toll facilities. RCTC is a small agency with a staffing component of 51 full time positions that support a governing board of 33 elected officials and one governor's appointee throughout Riverside County.

### **GENERAL DESCRIPTION:**

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing complex professional transportation planning and programming duties; leads the development of major transportation funding programs; analyzes technical data and recommends policy alternatives for planning and programming local, state, and federal transportation funds; monitors and reports project programming and implementation status to ensure compliance with state and federal air quality conformity rules and funding eligibility; provides highly complex and responsible support to the Planning and Programming Director in areas of expertise; performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Planning and Programming Director. Exercises direct and general supervision over professional, technical, and administrative support staff.

### **QUALIFICATIONS**

#### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

A Bachelor's degree in public or business administration, urban planning, public policy, political science, environmental studies, or a closely related field and six (6) years of responsible planning and programming experience, supervisory or training experience is desired. A Master's degree in a related area can substitute for one year of experience.

### LICENSES AND CERTIFICATIONS:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

### CLASS CHARACTERISTICS

This is a program management classification that manages all activities related to transportation planning and programming. The incumbent organizes and oversees day-to-day development and management of funding and planning programs and reports. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent is responsible for providing professional-level support to the Planning and Programming Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work. Traveling throughout the state is required for this position to attend California Transportation Commission, Regional Transportation Planning Agency, and Southern California Association of Governments (SCAG) Metropolitan Planning Organization (MPO) meetings. This class is distinguished from the Planning and Programming Director in that the latter has overall responsibility for all functions of the Planning and Programming Department and for developing, implementing, and interpreting public policy.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assists the Director in managing and implementing federal, state, and local funding programs: Congestion Mitigation and Air Quality (CMAQ), Surface Transportation Block Grant (STBG), Active Transportation (AT), State Transportation Improvement Program-Regional Improvement Program (STIP-RIP), SB 1, Transportation Uniform Mitigation Fee (TUMF) Regional Arterial, and Measure A Regional Arterial (MARA).
- Participates in the development and implementation of goals, objectives, policies, and priorities for planning and programming programs, including legislative and/or regulatory policy recommendations to improve streamlining and funding distributions.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Director.
- Participates in the development and administration of the program's annual budget; monitors and approves expenditures; directs and implements adjustments as necessary.
- Manages the preparation and submittal of countywide transportation planning and programming documents including Regional Transportation Plan (RTP), Federal Transportation Improvement Plan (FTIP), and STIP.
- Interprets and applies federal and state programming rules/regulations/guidelines to ensure projects are in full compliance, and to prevent delays and/or loss of funds.
- Provides input and guidance to RCTC project managers and local agencies including developing funding strategies to meet project delivery schedules, ensure funding eligibility, and preparation of federal Request for Authorizations, state allocations, and FTIP requests.
- Participates in regional and statewide funding and programming committees/working groups to develop consensus on funding policies and streamlining processes that benefit Riverside County agencies.
- Develops contracts for services performed by consultant firms and public agencies including the review and approval of invoices.
- Assists Director with developing project selection criteria and project evaluations for calls for projects.

- Reviews and monitors local agency capital improvement programs for compliance with the Measure A ordinance.
- Prepares and presents agenda items to Commission, TAC, and other meetings regarding planning and programming activities/recommendations.
- Facilitates and coordinates the bimonthly Technical Advisory Committee.
- Attends and participates in monthly Commission and committee meetings,; chairs regional committees as assigned; attends various meetings associated with planning and programming held by SCAG, Caltrans, CTC, RTPA's, etc.
- Establishes and maintains positive and effective working relationships with internal staff and external partners at local, regional, state and federal agencies.
- Participate in grant application development and monitoring.
- Performs other duties as required.

**Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Organization and management practices as applied to the development, analysis, and evaluation of transportation project planning and programming programs and operational needs of the assigned programs.
- Fundamentals of environmental laws, mobile source emissions analysis, air quality conformity issues, and financial analysis.
- Policies and procedures of the Federal Highway Administration and Caltrans.
- Principles and practices of budget development and administration, contract administration, and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures governing public transportation planning, funding and programming.
- Recent and on-going developments, current literature, and sources of information related to the operations of assigned programs.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing RCTC in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RCTC staff.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex programs and projects, on-time and within budget.
- Manage transportation planning activities and special projects involving participation by diverse and varied interests.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present technical information and data in an effective manner.

- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and RCTC in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**PHYSICAL & ENVIRONMENTAL ELEMENTS:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various RCTC job sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. However, there will be routine project job sites and fieldwork where environmental elements are not always controlled such as temperature and noise. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining RCTC policies and requesting and providing information.

**Summary of  
Benefits Available**

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CalPERS Retirement System <i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i> Up to \$750/month towards Medical Plans Dental & Vision fully paid by RCTC 401(a) Money Purchase Plan 457 Deferred Compensation \$100,000 Group Life Insurance	Short and Long-Term Disability 9/80 Work Schedule Vacation Sick Leave 12 Holidays/Year Transportation Assistance Programs Tuition Reimbursement Program
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**An RCTC employment application and resume must be submitted for consideration.  
For more information, please visit [www.rctc.org](http://www.rctc.org)**

4/2019