



JOB DESCRIPTION

JOB TITLE:	Capital Program Manager
FLSA STATUS:	Exempt
REPORTS TO:	District Manager
GRADE LEVEL:	17
SALARY RANGE:	\$93,408 - \$119,644
HIRING RANGE:	DOE

ESSENTIAL FUNCTIONS:

The primary duty of this role is oversight of project management functions of TTD's capital improvement program (CIP). This position is responsible for carrying out TTD'S policies and practices relevant to its projects and CIP. TTD is a bi-state compact agency created to implement transit and transportation projects in the Tahoe Basin under Article IX of the Tahoe Regional Planning Compact (PL96-551).

The Capital Program Manager is responsible for technical and strategic administrative services needed to implement transportation and transit projects and programs. As such, this position assists the District Manager in strategic planning, administering, organizing and coordinating activities of TTD; implements complex transportation project implementation and delivery; makes recommendations on organizational, financial, and procedural issues; and represents TTD regarding transportation and program matters to the public, other governmental agencies, community groups and transportation organizations. This position is responsible for coordinating, contracting, managing, and administering project and program activity that relate to improvements with waterborne transit, transit capital improvements, highways, streets and roads, bike and other multi-modal support infrastructure within the Tahoe Basin.

POSITION SPECIFIC RESPONSIBILITIES:

- Assists the District Manager in the planning, administering, organizing, implementing and coordinating activities of TTD.
- Performs complex transportation project management.
- Makes recommendations on organizational, financial, and procedural issues.
- Implements and manages TTD's transportation projects.
- Serves as liaison with other jurisdictions, Agency and City staff, other departments, and other state and federal agencies.
- Supervises assigned staff as necessary; will assume responsibility for a variety of personnel actions, including assisting with selections and promotions; conducting performance evaluations; and recommending disciplinary actions and dismissals.
- Oversees monitoring and evaluating the effectiveness of transportation projects and as necessary, make recommendations and modifications to achieve desired outcomes.

- Develops and implements District policies, protocols and procedures for effective operation; monitor compliance and initiate corrective action as needed.
- Assures compliance with local, State, and Federal transportation program regulatory requirements, including but not limited to monitoring reports, performance audits, and related record keeping.
- Interprets and explains the objectives, policies and procedures of the transportation program to community organizations, governmental agencies and staff.
- Reviews and analyzes proposed legislation and advises TTD on potential impacts.
- Prepares reports, correspondence and written recommendations concerning transportation related projects, proposed legislation and related materials.
- Conducts and participates in staff meetings.
- Develops, negotiates, administers, and monitors consultant contracts relating to CIP and other projects as assigned.
- Responds to the day-to-day highway, streets and roads, and bicycle issues from Federal Highway Administration (FHWA), TRPA, Caltrans, NDOT, Transportation Management Associations, and member agencies.
- Represents TTD on behalf of member agencies on issues related to regionally significant highway, streets and roads, and bicycle issues.
- Prepares agenda reports and make presentations to the TTD technical committees and Board of Directors.
- Coordinates with the Controller to track and maintain TTD project funding and schedule in the appropriate programming documents.
- Assists with updates of the Region's Environmental Improvement Program (EIP).
- Identifies and applies for capital, rehabilitation, and maintenance grant funding opportunities at the local, State, and Federal levels.
- Coordinates with the District Manager and staff on the preparation of TTD's annual budget and supervises the monitoring of CIP budget related activities throughout the fiscal year.
- Analyzes computer generated transportation data for use in project related activities.
- Reviews regionally significant development proposals and environmental studies for transportation related impacts and prepares comments on transportation impact mitigation actions.
- Performs related duties as assigned.

KNOWLEDGE/SKILLS:

- Degree from a four year college or university, with major course work in transportation or urban planning, transportation engineering, urban geography, environmental studies or a closely related field.
- A minimum of seven years of increasingly responsible professional experience in large scale transportation project management, regional transportation planning or related transportation work, including experience at the local or regional level.
- Experience with negotiation, contract procurement, and contract management is required.
- At least five years of experience managing Federal requirements for funding, project, and program administration.
- Certification in project management preferred.
- Experience with public outreach and understanding of the social and political issues associated with typical project and program implementation required.

- Must know the principles and practices of transit/transportation planning, analysis, and traffic modeling theory.
- Must be familiar with federal, state, and local regulations pertaining to transit/transportation issues and programs.
- Knowledge of legislative developments affecting transit/transportation programs and funding sources at the federal, state, regional, and local levels.
- Knowledge of current trends and methods in transit/transportation planning, including forecasting, data collection and analysis.
- Experience with research, analytical and statistical methods applicable to transit/transportation planning.
- Principles and practices of public administration with an emphasis on organization, financial and budgetary analysis, preparation and control.
- Experience with principles and methods of program and contract administration, monitoring and evaluation.
- Experience in the principles and practices of effective supervision and basic personnel management.
- Must have principles of transportation project management and delivery.
- Must possess or have the ability to obtain a driver's license valid in the State of California or Nevada and the ability to safely operate a motor vehicle.

ABILITIES:

- Plan, organize and manage a comprehensive transit/transportation program.
- Perform an extensive range of complex duties in transit/transportation project implementation and analysis.
- Administer and negotiate contracts; evaluate effectiveness of contract services provided.
- Effectively manage the day-to-day operations of an assigned unit.
- Organize and prioritize work assignments.
- Prepare budgets and funding proposals.
- Make presentations before commissions, City Councils, Board of Supervisors, and other public and private groups as needed.
- Analyze situations accurately and take effective action.
- Prepare clear and concise correspondence and technical reports; collect, organize and maintain records.
- Communicate effectively both verbally and in writing.
- Understand and follow oral and written instructions.
- Independent judgment, initiative, and discretion based on policy and programming guidelines adopted by TTD's Board of Directors.
- Read, interpret and apply complex technical material.
- Establish and maintain cooperative working relationships with staff, other departments and agencies, the private sector, and the public.

ANALYSIS:

Highest level of analytic ability involving exceedingly large, complex problems and high level mathematical modeling.

DECISION MAKING:

Makes or suggests non-routine decisions on a regular basis dealing with highly complex, technical and/or controversial issues that impact many programs and agencies. Has responsibility for establishing departmental, project or program practices, procedure.

DEPARTMENT MANAGEMENT:

Requires small department management including planning and budgeting. May have several lower-level supervisors.

PROJECT MANAGEMENT/CAPITAL PROGRAM MANAGEMENT:

Has overall oversight and responsibility for approval of multiple complex projects or programs as head of a project/program discipline.

COMMUNICATION LEVEL:

Requires ability to skillfully perform complex negotiations on highly controversial multiagency issues of the largest scope possible. Interfaces with top regulatory officials and is peer with other agency top executives.

WORKING CONDITIONS/PHYSICAL EFFORT:

Work is performed in a typical office environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. This position requires incumbents to be available to work a variety of work hours to meet the job requirements which may include working on weekends, evenings and overtime.

BENEFITS:

District employees receive vacation and employee medical, dental, vision, life insurance and short term disability. The District contributes 8% of employee compensation into a Social Security replacement plan and 4% of employee compensation into a retirement plan. The employee can contribute voluntarily to a 457(b) deferred compensation plan.

APPLICATION PROCEDURE:

Any qualified person interested in this position should submit their resume and application to DeDe Aspero, Tahoe Transportation District, P. O. Box 499, Zephyr Cove, Nevada 89448 or email to daspero@tahoetransportation.org.