

CAPITAL PROGRAM MANAGER



Salary Range: \$98,690 - \$129,868



Tahoe Transportation
DISTRICT

Thank you for your interest in the Tahoe Transportation District and its mission to protect Lake Tahoe and connect its communities. The District is responsible for facilitating and implementing safe, environmentally positive, multi-modal transportation plans, programs, and projects for the Lake Tahoe Basin, including transit operations.

POSITION SPECIFIC RESPONSIBILITIES

- Plans, manages, and oversees the daily functions, operations, and activities of the District's Capital Program Improvement Program (CIP), including management of complex transportation capital projects.
- Develops, reviews, and manages requests for proposals and request for qualifications for professional and/or contracted services; prepares scope of work and technical specifications; evaluates proposals and recommends award; negotiates and administers contracts to ensure compliance with District specifications and service.
- Reviews and provides input on consultant reports, including corridor plans, feasibility studies, National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA), and the Tahoe Regional Planning Agency (TRPA) environmental documentation, permitting, surveys and right-of-way data, geotechnical, drainage, utility, and other technical reports.
- Leads development and implementation of a regional parking program, including infrastructure needs and limitations; parking and enforcement operations; recommends parking pricing and revenue and expenditure models; fiscal analysis; staff hiring, training, and oversight; addresses customer relations; technical challenges; and expansion considerations.
- Develops and coordinates grant applications submitted by regional partners including purpose and need, scope of work, budgets, supporting data, and letter of support from regional and federal delegation partners; seeks matching funds from partners; and develops grants associated with work programs.
- Facilitates Corridor Management Team meetings; develops agendas and presents project-related information.

ESSENTIAL FUNCTIONS

This program management classification is responsible for planning, organizing, and managing the District's Capital Improvement Program. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include program budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to capital improvement projects.

Incumbents serve as a professional-level resources for organizational, managerial, and operational analyses and studies.

Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.





KNOWLEDGE/SKILLS

- Bachelor's Degree in transportation or urban planning, transportation engineering, urban geography, environmental studies, or a related field.
- 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, of which three years should be in a management capacity.
- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of budget development and administration.
- Principles and practices of leadership.
- Principles and practices of contract administration and management.
- Federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility, including Federal Highway and Federal Transit Administration policies and procedures.
- Current trends and methods in transit/transportation planning, including forecasting, data collection, and analysis.
- Must possess a valid driver license in the State of California or Nevada.

BENEFITS

DISTRICT EMPLOYEES RECEIVE VACATION, PAID SICK LEAVE, PAID HOLIDAYS, 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 cover letter, resume, and application to DeDe Aspero, Tahoe Transportation District, P. O. Box 499, Zephyr Cove, Nevada 89448 or email to daspero@tahoetransportation.org

Please visit www.tahoetransportation.org to review the full position profile and to learn more about Tahoe Transportation District.