



Class Title: **ASSISTANT PROGRAM PLANNER/ADMINISTRATOR –
MOBILITY MANAGEMENT COORDINATOR**

FLSA: Non- Exempt

Salary Range

Last Amended: 05/15/2014

DEFINITION

Under general supervision, performs routine professional planning and program work for the Napa County Transportation Planning Agency (NCTPA); serves as the agency's mobility management coordinator; manages the outreach, referral, and enrollment processing and all reporting duties for the mileage reimbursement program, taxi scrip program, transit ambassador program, shared vehicle program, and ADA enrollments. May also manage NCTPA projects; and provide routine staff support to various NCTPA, regional and/or local boards, councils, commissions and committees; and perform related duties. The incumbent will also be responsible for maintaining and development content for website and social media sites. Incumbent in this position must be a highly motivated, self-starter individual who is detailed oriented.

The NCTPA is a joint powers organization consisting of County of Napa, the cities of American Canyon, Napa, St. Helena, Calistoga, and the Town of Yountville which are jointly engaged in the coordination of transportation planning, programs and systems.

CLASS CHARACTERISTICS

This is the first working-level classification in the professional Program Planner/Administrator series. Under direction, an Assistant Program Planner/Administrator is responsible for performing routine professional transportation planning and administration duties pertaining to various programs and projects. Incumbents coordinate with member agencies in order to help them develop, fund, and implement transportation programs/projects, and/or plan, develop and manage internal NCTPA programs/projects.

This classification is distinguished from the higher-level classification of Associate Program Planner/Administrator because incumbents in the latter work with greater independence to plan and administer programs and projects that typically have a greater countywide impact and require more knowledge and experience with a variety of planning projects and activities.

SUPERVISION RECEIVED AND EXERCISED

Direction is received from the NCTPA Program Manager - Public Transit. The incumbent will also take direction from the Program Manager-Planning, and the Program Manager-Finance for peripheral responsibilities associated with mobility management and website content.

The incumbent may directly or indirectly supervise subordinate technical or clerical employees.

ESSENTIAL DUTIES

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

1. Performs a variety of outreach duties for the purpose of recruiting eligible program participants for the Mileage Reimbursement Program and in coordination with Solano Napa Commuter Information for various programs, such as van pool programs and with Cal Vans on the Agricultural Van Pool program.
2. Determine eligibility for program participants for various programs, including the mileage reimbursement program, the taxi scrip program, and VINE Go Paratransit;
3. Prepares eligibility and status information packages for new program enrollees; reviews legibility and status of current program participants and communicated any changes in legibility to the participant.
4. Assist with referrals to other agencies;
5. Oversees all aspects of the Mileage Reimbursement Program, including review and processing of monthly reimbursement requests;
6. Prepares monthly statistical and performance reports;
7. Responsible for the effective and efficient operations of all program activates and services to achieve optimal productivity, and mastering and demonstrating performance excellence in all activates and services.
8. Promotes the development of goodwill towards the organization and its program and in the development and maintenance of effective relationships with key personnel of various public and private agencies and organizations, the media, elected officials, and other persons who do or can contribute to the program and interests of the Program
9. Coordinates with Solano Napa Commuter Information on various mobility management programs and opportunities;
10. Coordinates with the California Vanpool Authority to support the CalVans Agricultural Vanpool Program;
11. Responsible for website and social media content and maintenance;
12. Develops marketing materials for various programs;
13. Helps ensure that assigned programs/projects comply with federal, state, and/or regional requirements for grant funding, timing, programming, planning, consultant selection, and other tasks;

14. Represents the NCTPA to its member agencies and other organizations, groups, or individuals on various matters and issues as assigned; serves as a liaison to various boards, councils, commissions, and/or committees as assigned;
15. Prepares and presents reports, correspondence and written recommendations concerning transportation related planning projects; researches issues as requested;
16. Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual may possess a combination of experience, and/or education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education: Equivalent to a bachelor's degree from an accredited four year college or university with major coursework in transit, transportation planning, business or public administration, or a closely related field.

Experience: Experience as a professional planner in transportation and/or transit operations demonstrating knowledge and abilities listed below. Preferably two years of professional planning experience in a public agency setting.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic principles and practices of transportation planning, analysis and development.
- Basic principles, operations and methods of public administration, including administrative planning, financial and budgetary analysis, budget preparation and control, problem analysis, and program evaluation.
- Techniques for collaborating successfully with elected officials and individuals from other agencies and groups.
- Basic principles and practices of grant project management and contract administration, as well as state and federal grant programs.
- Basic principles of supervision and leadership.
- Transportation funding processes and procedures.
- Research, analytical and statistical methods applicable to transportation planning.
- Gather, analyze and validate data.
- Methods of compiling, computing and presenting statistical and narrative information.
- Record-keeping principles and techniques, including filing systems and procedures.
- Principles and practices of customer relations.

- Basic mathematics; basic spelling, punctuation and grammar.
- Internal controls appropriate for a public agency setting.
- Document management.
- Modern office procedures, practices, and equipment, including computers and applicable software.
- General office procedures and administration; contracts administration and procurement.

Ability to:

- Perform routine transportation planning and analysis duties.
- Manage and administer routine transportation projects from inception to completion.
- Prepare project budgets and funding proposals.
- Make presentations before governing boards and other public and private groups as requested.
- Analyze situations accurately and take effective action.
- Prioritize and organize own work, coordinating multiple work programs/projects and meeting critical deadlines.
- Provide effective follow-up on individual activities in a fast-paced, multitasking environment.
- Communicate effectively both orally and in writing.
- Read, interpret and apply complex technical material.
- Prepare and present clear and concise correspondence, technical reports and recommendations; collect, organize and maintain records.
- Establish and maintain cooperative working relationships with staff, other departments and agencies, the private sector, and the public.
- Operate a personal computer with word processing, spreadsheet, and database programs.
- Read, understand and apply written regulations and other job-related materials.
- Review information for accuracy and procedural conformance.
- Maintain confidentiality of information.

PHYSICAL DEMANDS

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects; operate keyboards, tools, or controls; and make condition assessments. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to lift 20 pounds, and handle office equipment.

REQUIRED LICENSES OR CERTIFICATES:

Possession of a valid California driver's license is required within 3 months of hire.