



Class Title: **ASSOCIATE PROGRAM PLANNER/ADMINISTRATOR**  
Class Code: XXX  
Group: XXX  
FLSA: Non- Exempt  
Salary Range:  
Last Amended: 09/18/2013

### **DEFINITION**

Under general direction, performs professional planning and program work for the Napa County Transportation Planning Agency (NCTPA) and the Napa Valley Transportation Authority (NVTA); administers the development and implementation of transportation analyses, projects, and studies and serves as a project manager on individual NCTPA projects; establishes and/or administers agreements, contracts, plans and projects that have a moderate amount of strategic impact on countywide transportation planning efforts; coordinates with federal, state, regional and local agencies to identify project opportunities and facilitate implementation; provides staff support to various NCTPA, regional and/or local boards, councils, commissions and committees; and performs related duties.

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 who are jointly engaged in the coordination of transportation planning, programs and systems.

### **CLASS CHARACTERISTICS**

Under general direction, an Associate Program Planner/Administrator is responsible for performing professional transportation planning and administration duties of average complexity pertaining to various programs and projects. Incumbents coordinate with member agencies in order to help them develop, fund, and implement transportation projects, and/or they may personally plan, develop and manage internal NCTPA projects. Work at this level is generally moderate in scope, and projects may have a varied amount of impact on countywide transportation needs.

This classification is distinguished from the lower-level classification of Assistant Transportation Program Planner/Administrator because incumbents in the latter work with less independence to plan and administer routine programs and projects that typically have a narrow countywide impact and require less knowledge and experience with varied types of planning projects and activities.

### **SUPERVISION RECEIVED AND EXERCISED**

Direction is received from the NCTPA Program Manager Planning (Strategic).

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

## **ESSENTIAL DUTIES**

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

1. Implements planning-related studies and projects; collects and identifies relevant data; evaluates transportation needs through surveys, observations, traffic counts, and other research methods; develops and documents recommendations, including strategies and methodologies to address unmet transportation needs.
2. Administers various NCTPA-sponsored programs or projects and personally performs specialized and technical planning, programming and administrative tasks; develops and recommends project goals, objectives, and strategies; develops work plans and prepares policies and procedures; conducts site visits and verifies compliance with program/project requirements; researches, compiles, synthesizes, analyzes, and interprets information and data; procures vendor and consultant services as needed; monitors and analyzes project indicators and evaluates success.
3. Works with member cities, the County, as well as federal, state, regional and local agencies, to help coordinate the development and delivery of transportation-related projects; initiates Calls for Projects; receives and processes proposals; evaluates project goals and objectives for consistency with funding requirements; facilitates and coordinates proposal selection processes; tracks project status and evaluates success in meeting goals.
4. Works with other government agencies to integrate transportation plans with other types of planning issues (e.g., land use, environmental and/or climate planning) and contribute positively to the overall development of a geographical area.
5. Reviews proposals for environmental, climate, and/or traffic impact and prepares comments on transportation impact mitigation actions.
6. Ensures that assigned programs/projects comply with federal, state, and/or regional requirements for grant funding, timing, programming, planning, consultant selection, and other tasks.
7. Analyzes reports, studies, grants, contracts and proposals; makes recommendations for approval or implementation.
8. Prepares planning-related information for the education of policy makers, staff and general public; interprets and explains planning objectives, policies and procedures to community organizations, governmental agencies, staff, and the public; assists in proactively maintaining effective communications among the member agencies; responds to individual member requests.
9. 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.
10. Reviews and analyzes legislation and advises on potential impact to assigned

functions.

11. Prepares and presents reports, correspondence and written recommendations concerning transportation related planning projects; researches issues as requested.
12. Performs related duties as assigned.

### **QUALIFICATONS 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 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:*

- Principles and practices of transportation planning, analysis and development.
- 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.
- Principles and practices of grant project management and contract administration, as well as state and federal grant programs.
- Federal, state, and local regulations pertaining to land use, transportation, environmental, climate protection and sustainable community development planning issues and programs.
- Legislative developments affecting transportation programs; transportation funding sources at the federal, state, regional, and local levels.
- Current trends and methods in transportation planning including forecasting, data collection and analysis.
- Principles of supervision and leadership.
- Research, analytical and statistical methods applicable to transportation planning.

- Internal controls appropriate for a public agency setting.
- Documentation management.
- Transportation funding processes and procedures.
- General office procedures and administration; contracts administration and procurement.
- Development of policy recommendations for consideration by decision makers.

*Ability to:*

- Perform a variety of transportation planning and analysis duties.
- Facilitate local government processes and programs with regard to transportation planning.
- Manage and administer transportation projects from inception to completion.
- Prepare project budgets and funding proposals.
- Negotiate, administer, and recommend the approval of contracts; evaluate the effectiveness of contract services provided.
- Make presentations before governing boards and other public and private groups as requested.
- Analyze situations accurately and take effective action.
- Organize own work, coordinating multiple work programs/projects and meeting critical deadlines.
- 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.

**REQUIRED LICENSES OR CERTIFICATES:**

Possession of a valid California driver's license is required.