



Class Title: **PROGRAM MANAGER – PLANNING (Strategic)**
Class Code: XXX
Group: XXX
FLSA: Exempt
Salary Range
Last Amended: 06/2014

DEFINITION

Under administrative direction, assumes responsibility for the day-to-day development and implementation of planning and program management work for the Napa County Transportation and Planning Agency (NCTPA) and the Napa Valley Transportation Authority (NVTA); including those involving land use, environmental impact, street, road and highway issues; coordinates with federal, state, regional and local agencies to identify and capture project opportunities and facilitate implementation; provides advanced 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 administrative direction of the Executive Director, the Program Manager – Planning is responsible for the performing complex and strategically important transportation planning activities. The incumbent assists key decision makers and community leaders in better understanding issues and opportunities in the current ongoing planning process in order to encourage and facilitate their involvement in, and commitment to, current and future planning and implementation of projects. The manager must also be able to multi-task, meet deadlines and work deadlines and work independently and as part of a team, even under stressful situations.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is received from the NCTPA Executive Director.

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. Plans, administers and manages complex comparative studies and planning projects requiring the integration of transportation, land use, congestion management, transit, environmental, and/or other issues of broad regional concern; prepares long term transportation strategies consistent with countywide

- community development and local general plans; develops and defines a discrete list of long term transportation infrastructure needs and priorities.
2. Employs transportation/land use modeling tools with the capability to effectively plan for the cumulative transportation infrastructure needs that support member agencies' general plans. Oversees the county-wide traffic model and analyzes computer generated transportation data
 3. Develops and administers plans to maximize the allocation of Metropolitan Transportation Commission (MTC) funding sources; identifies countywide candidate projects and strategies and assists member agencies/organizations with preparing project submittals and establishing an approved process for approval of projects in the countywide area.
 4. Works with other government agencies to insure that transportation plans are integrated with other types of planning for the overall development of an area; assists in monitoring and evaluating the effectiveness of transportation funding programs, making recommendations and modifications to achieve desired outcomes; assures compliance with local, state, and federal transportation program regulatory requirements.
 5. Reviews regionally significant development proposals and environmental studies for traffic impact and prepares comments on transportation impact mitigation actions.
 6. Develops, negotiates, administers, and monitors consultant contracts relating to highway, streets and roads, and bicycle studies and projects; supports the Active Transportation Program Advisory Committee (ATAC), the Technical Advisory Committee (TAC) and NCTPA Board as assigned; responds to day-to-day highway, streets and roads, and bicycle issues from the Federal Highway Administration (FHWA), the Metropolitan Transportation Commission (MTC), the Association of Bay Area Governments (ABAG), the Bay Area Air Quality Management District (BAAQMD), Caltrans, and member agencies.
 7. Administers and manages special studies and projects; performs complex transportation planning analyses; monitors ongoing activities of contractors for compliance with grant requirements, contracts, and state regulations.
 8. Reviews planning-related procedures and methods and initiates changes as needed; develops and implements new policies and procedures, internal controls, and various systems to improve operational efficiency and effectiveness, and ensure organizational compliance with applicable policies, procedures, laws, and regulations.
 9. Develops strategic goals and objectives related to the delivery of NCTPA planning services; performs research and analysis leading to the development of new and improved methods and systems based on cost-benefit analyses, financial needs, funding sources, and related issues; monitors and evaluates the effectiveness of planning activities and, as necessary, makes recommendations and modifications to achieve desired outcomes.

10. Assists in identifying and securing transportation funding through federal, state, and other agencies; analyzes problems and issues related to funding sources, and their anticipated impact on current and proposed programs and projects; prepares grant applications, contractual agreements, requests for proposals, and other documents; advises prospective funding recipients regarding their contractual obligations.
11. Serves as the project manager for the periodic update and development process for the Regional Transportation Plan (RTP), as well as other strategic plans and studies as assigned; solicits, evaluates, and selects contractors; meets with contractors to stay updated on the project status; provides information and updates to NCTPA technical committees as well as member agencies; reviews and approves consultant reports and invoices.
12. Analyzes reports, studies, grants, contracts and proposals; makes recommendations for implementation or development of studies, grants, contracts and proposals.
13. 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; proactively maintains effective communications among the member agencies and responds to individual member requests.
14. Represents the NCTPA and its member agencies on various matters and issues as assigned; serves as a liaison to various county and city staff as well as state and federal agencies; represents the NCTPA Board and Executive Director at federal, state, regional (e.g., MTC, ABAG, or BAAQMD), and local meetings and functions as assigned.
15. Reviews and analyzes proposed legislation and advises on potential impact to assigned functions.
16. Prepares and presents reports, correspondence and written recommendations concerning transportation related planning projects to the Executive Director and Board of Directors; researches issues as requested.
17. Works collaboratively with member agencies to establish a process to review major General Plan and Specific Plan updates for their relation to transportation impacts.
18. Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, 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 transportation planning, urban planning,

environmental studies, or a closely related field. Possession of a master's degree is desirable.

Experience: Six years of increasingly responsible professional experience in land use, transportation, climate protection, energy efficiency and/or sustainable community development planning. Experience working with a policy board is required. One year supervisory experience is desirable.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of land use, transportation, climate protection and sustainable community development 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, climate protection and sustainable community development issues and programs.
- Legislative developments affecting land use, transportation, climate protection and sustainable community development programs and funding sources at the federal, state, regional, and local levels.
- Current trends and methods in land use, transportation, climate protection and sustainable community development planning including forecasting, data collection and analysis.
- Principles and practices of effective supervision and basic personnel management.
- Research, analytical and statistical methods applicable to transit/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 complex transportation planning and analysis duties by working with member agencies in the development of local streets and roads projects for submission and funding through the MTC, CTC, FHWA, and Caltrans.
- Facilitate local government processes and programs involving elected officials and consultants.
- Collaboratively develop, implement and evaluate comprehensive policies and programs to achieve objectives; develop and implement short and long range program goals and objectives.
- Manage and administer transportation projects from inception to completion.
- Analyze and prepare project budgets and funding proposals.
- Develop, implement and revise administrative services, policies and procedures.
- Negotiate, administer, and recommend the approval of contracts; evaluate 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.