

Ventura County Transportation Commission
Job Description

Programming Director

Definition

Under administrative direction, plans, organizes, coordinates, and directs the Agency's program transportation funds, grant funding, elderly and disabled services, rideshare programs, and government relations; and does related work as required.

Distinguishing Characteristics

This single-position classification is at a department head level reporting to the Executive Director. It has primary responsibility for directing the management of the myriad and complex grants and funding sources as well as government relations. This position exercises independent judgment and discretion in formulating, managing, and controlling programming programs and in strategic planning. It is distinguished from other department head-level positions by its overall responsibility for all state and federal funding sources.

Typical and Important Duties

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

- Serves as the lead on Agency funding including grants; oversees the process for setting state and federal project funding priorities, ensuring state and federal requirements are satisfied; keeps abreast of grant funding opportunities and recommends possible grant strategies; advises Agency on strategies for funding and legislation; works with funding/regulatory agencies and project sponsor staff to obtain funds for programs and projects including resolving issues, and ensuring requirements are met; prepares grant funding applications; tracks progress and ensures compliance with regulations for outside agencies receiving funding through VCTC; prepares required documentation for grant compliance audits; prepares periodic grant status reports; tracks program fund balances and estimates future funding availability.
- Maintains, collects, and tracks a variety of data; collects current project information and enters into database, ensuring up-to-date information; conducts analyses and makes recommendations; prepares required reports.
- Provides responsible technical and administrative support for transportation-related programming and planning; prepares and presents policy documents, reports, memos, and analyses; advises the Agency on policy and legislative issues.
- Participates on county, regional, state, and national committees addressing policy issues relevant to the Agency.
- Tracks state and federal legislative developments; disseminates information; and provides comments or analysis as appropriate; prepares letters about state and federal legislation advocating Agency interests.
- Monitors and comments on regional, state, and federal actions, programs, and plans impacting the Agency and other local transit services; provides analysis about the

impacts; represents the Agency's interests regarding funding and operations at the state and federal levels; develops schedules, presentations, and materials for lobbying trips.

- Formulates, recommends, and administers policies and procedures governing programming operations.
- Represents the Agency in meetings with other governmental agencies; makes presentations before commissions, boards, professional organizations, business organizations, community organizations, and the general public.
- Develops and administers departmental budget; oversees expenditures.
- Supervises the ridesharing program and disability and elderly program.
- Plans, evaluates, and supervises the work of subordinate staff.
- Performs other related duties and responsibilities as assigned.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Five years of progressively more responsible professional-level transportation programming-related experience, including at least two years in a supervisory capacity.

Training: A bachelor's degree from an accredited college or university with major coursework in business administration, public administration, transportation planning, environmental studies, political science, public policy, or a related field. A master's degree in one of those fields is highly desirable.

Job-Related Qualifications

Knowledge of:

- Transportation planning principles and practices.
- State and federal transportation funding policies and procedures.
- Local and regional transportation issues.
- Governmental relations, including legislative practices, procedures, and lobbying techniques.
- Applicable local, state, and federal laws and regulations, including SB 45.
- Public presentation techniques.
- Report preparation, management, and record keeping techniques.
- Governmental procurement and contracts management requirements.
- Modern administrative and management principles, procedures, and techniques.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Business letter writing and the standard format for reports and correspondence.
- Accounting principles and practices.
- Organization and function of local, state, and federal public agencies as they relate to transportation issues.

Ability to:

- Understand and integrate a variety of transportation related funding
- Make mathematical calculations.
- Analyze difficult problems, develop a positive course of action, and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically, and think creatively.
- Research and interpret applicable federal and state rules and regulations as well as Agency policies.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare detailed reports, plans, and specifications, policies, procedures, correspondence, and complete reliable studies and research as needed.
- Make effective public presentations.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Represent the Agency effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.
- Organize, supervise, coordinate and evaluate the work of subordinate employees; train staff in work procedures.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments.
- Work in a safe manner modeling correct Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a personal computer and associated applications, such as transportation-related and project programming databases.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- A valid appropriate California driver's license may be required.
- Maintain a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit, stand, walk, kneel, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 30 pound boxes, files, and materials.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; work protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.

Work Environment: Mobility to work in a typical office setting.

Approved:	February 2010
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Former Titles:	
Status:	Exempt/Department Head
ADA Review:	
DOT:	No
Physical:	No