

Ventura County Transportation Commission  
Job Description

## **Planning and Policy Director**

### **Definition**

Under administrative direction, plans, organizes, coordinates, and directs the Agency's regional and local transportation planning efforts; monitors and comments upon regional, state, and federal actions, programs, and plans; manages 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 managing the Agency-wide planning efforts, as well as coordinating regional and local transportation planning and policy. This position exercises independent judgment and discretion in formulating, and managing transportation planning and policy. It is distinguished from other department head-level positions by its overall responsibility for transportation planning and policy management.

### **Typical and Important Duties**

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

- Provides technical input and review for regional and local transportation planning efforts, such as the Caltrans Corridor Study and Management Program (CSMP); coordinates with regional planning agencies, such as Southern California Association of Governments (SCAG) and LA Metro on Intelligent Transportation Systems (ITS) issues, regional commuter information systems (511), Regional Integration of Intelligence Transportation Systems (RIITS), and highway monitoring; reviews and comments on development projects of regional significance through the California Environmental Quality Act (CEQA) and the National Environmental Protection Act (NEPA) process.
- Provides responsible technical and administrative support for transportation-related planning and advises Agency on strategies for legislation.
- Represents the Agency's transportation interests on various SCAG regional planning committees, such as the Sub-regional Coordinators, and the Plans and Programs Technical Committee dealing with implementation issues for SB 375, regional transportation plan, and regional housing allocations.
- Acts as staff to the Airport Land Use Commission (ALUC) reviewing and commenting on development projects within the boundaries defined by the Comprehensive Land Use Plan (CLUP); coordinates with airports officials on various planning issues affecting the airports.
- Develops, operates, and maintains the Ventura County Traffic Model, including biannual updates of the land use database; provides model runs on demand for a variety of purposes.

- Certifies local bicycle master plans to Caltrans; updates and compiles bicycle lane information into Geographic Information System (GIS) layers for the production of a regional bicycle map.
- Manages the SpeedInfo detection system; coordinates repairs, data collection, and project invoices.
- Performs technical analyses for the Congestion Management Program (CMP); coordinates land use data collection to support the program.
- Participates on county, regional, state, and national committees relative to transportation planning.
- Monitors and comments on regional, state, and federal actions and legislation, programs, and plans impacting the Agency and other local transportation services; provides analysis about the impacts.
- 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.
- Formulates, recommends, and administers policies and procedures governing transportation planning and policy.
- Represents the Agency in meetings with other governmental; makes presentations before commissions, boards, professional organizations, business organizations, community organizations, and the general public.
- Develops and administers departmental budget; oversees expenditures.
- 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 planning 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:*

- Local, regional, state, and federal laws, ordinances, and policies governing transportation planning.
- Governmental relations, including legislative practices, procedures, and lobbying techniques.
- Local and regional bodies that implement laws, ordinances, and policies governing transportation planning.
- Principles of project management.

- Relational databases.
- Modern transportation modeling techniques and applications.
- Roadway capacity, geometrics, and design principles.
- Historic trip distribution patterns.
- Research tools, techniques, and practices.
- Local and regional transit issues.
- Applicable local, state, and federal laws and regulations, including the public contract code and application California Public Utilities Commission regulations.
- Report preparation 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.
- Budget preparation and management.
- Organization and function of local, state, and federal public agencies as they relate to transportation issues.
- Meeting noticing and agenda setting requirements for public meetings.

*Ability to:*

- Understand and integrate a variety of transportation-related programs.
- 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 with a minimum of direction.
- 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 models, geographic information systems, and related planning applications.

### **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 and to periodically work in a field setting.

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Former Titles:	Planning and Technology Director
Status:	Exempt/Department Head
ADA Review:	
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Physical:	No