



PLACER COUNTY TRANSPORTATION PLANNING AGENCY

EXECUTIVE DIRECTOR

FLSA - Exempt

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under policy direction of the Board of Directors, directs the activities and operations of all programs; advises and assists the Agency; provides administrative oversight to the operational and policy functions of the Agency; coordinates Agency business with various programs, officials, and outside agencies; provides a variety of other responsible and complex administrative support to the Agency; operates and administers additional joint powers authorities (JPAs) and designations including the Western Placer Consolidated Transportation Services Agency (WP CTSA), Placer County Airport Land Use Commission (ALUC), the Placer County Local Transportation Agency (PCLTA), and the South Placer Regional Transportation Agency (SPRTA); performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Executive Director is the highest administrative management level position in the Agency and has responsibility for the administrative operation of all functions, which may include developing, recommending and implementing policies, program planning, fiscal management, administration, and operations of all Agency functions and services. The incumbent is responsible for accomplishing the Agency's goals and objectives and for ensuring that the citizens are provided with both desired and mandated services in an effective and cost efficient manner. This class is distinguished from the next lower class of Senior Transportation Planner by having overall responsibility of all Agency operations.

SUPERVISION RECEIVED/EXERCISED

Receives policy direction from the PCTPA Board of Directors. Exercises direct and indirect supervision over all management and staff.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

Accepts full responsibility for all Agency activities, programs, and services, including directing the development and implementation of planning, community outreach, and transportation goals, objectives, policies, and procedures; ensures that established goals and priorities are achieved.

Directs and participates in the preparation and administration of the Agency budget; prepares and submits reports of finances and administrative activities to the Agency; keeps the Board of Directors advised of financial conditions, program progress, and present and future needs of the Agency.

Ensures the effectiveness of program service delivery methods and systems within the Agency, including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services; reviews and approves in conjunction with the Agency, proposals for major programs and projects, including the Regional Transportation Plan and the Overall Work Program.

Develops and executes funding strategies to expedite project implementation, including leveraging local, state, and federal funding sources.

Coordinates the preparation of the agenda, along with administrative staff, for the Agency; addresses the Board of Directors on behalf of staff; represents the Agency to employees, community groups, individual members of the public, and other governmental agencies; responds to the most difficult complaints and requests for information.

Directs the implementation, maintenance, and enforcement of Agency personnel policies and practices as prescribed by the Board of Directors; selects, supervises, trains, and evaluates staff.

Coordinates activities with other jurisdictions; confers with staff concerning administrative and operational problems, work plans, and strategic plans; makes appropriate decisions or recommendations; oversees the preparation and implementation of long-range plans for the Agency, including all transit and transportation plans.

As Executive Director of the South Placer Regional Transportation Authority (SPRTA), assesses revenue flows and funding needs; provides recommendations to the SPRTA Board on allocations and updates to impact fee programs; administers allocations; develops Authority budgets; prepares and submits financial reports; prepares agendas and reports for SPRTA.

As Executive Secretary of the Airport Land Use Commission (ALUC), ensures that land use proposals surrounding airports are reviewed in compliance with the adopted Airport Land Use Comprehensive Plan (ALUCP); ensures the ALUCP is updated regularly in accordance with federal standards; prepares agendas and reports for the ALUC.

As Executive Director of the Western Placer Consolidated Transportation Services Agency (WP CTSA), ensures that transportation for senior and disabled individuals is provided in conformance with adopted policy; negotiates and executes agreements with partners to maximize service to these groups; develops Agency budgets; prepares agendas and reports for the WP CTSA.

Serves as a resource for the Board of Directors, agency personnel, staff, other organizations, and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.

Attends and participates in professional and community meetings as necessary; stays current on issues relative to public transportation planning and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Agency organization.

Monitors and keeps informed of current trends in the field of transportation planning, including legislation, court rulings, professional practices, and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.

Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, PCTPA management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that would provide the knowledge, skills, and abilities necessary is considered qualifying; a typical applicant possesses a bachelor's degree from an accredited university with major coursework in transportation planning, engineering, public administration, or a closely related field. A master's degree is preferred.

A strong candidate will have ten years of progressively responsible management, supervisory, and professional experience in governmental multi-modal transportation planning, program management and public administration. In addition, the applicant will have a successful track-record with promotion, administration and implementation of complex transportation plans, programs and projects. Demonstrable success in developing funding and leveraging strategies for transportation projects is expected.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of a certification as an American Institute of Certified Planner (AICP) is highly desirable.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge, abilities, and skills necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of municipal management; public administrative methods, procedures, organizations, and functions; modern principles and practices of urban and regional transportation planning, policy development, and project implementation; local, state, and federal transportation funding and finance opportunities and requirements; principles and practices of municipal budgeting and finance; methods and techniques for goal setting and program evaluation; local and state legislative processes; principles of effective public relations and interrelationships with community groups and agencies, the private sector and other levels of government; methods and techniques of supervision, training and motivation; applicable federal and state laws, rules and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; methods and techniques for record keeping and report preparation and writing; occupational hazards and standard safety practices.

Ability to:

Plan, direct and oversee all aspects of the Agency; provide effective leadership and coordination for all programs and projects; develop and administer sound goals, objectives, policies, and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations, and policies; prepare clear and comprehensive written reports; serve effectively as the administrative agent of the Agency; represent the Agency to the general public and representatives of other agencies; facilitate group participation and consensus building; plan, organize, train, evaluate and direct work of staff; interpret, explain and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.