

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

December 23, 2022

TITLE: Director, Planning and Fund Management
EMPLOYMENT TYPE: Exempt (Full Time)
DIVISION: Transportation Authority
PAY RANGE: **\$3,171.28 - \$4,756.94 weekly (\$164,907 - \$247,361 estimated annual)**
APPLICATION DEADLINE: **Sunday, January 15, 2023**
WORK LOCATION: San Carlos, CA

GENERAL DESCRIPTION:

The Director, Planning and Fund Management, will report to Executive Officer, Transportation Authority and will be responsible for overall strategic planning, fund management, programming and oversight of Measures A and W, funds collected by the San Mateo County Transportation Authority respectively.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Direct fund program management including overseeing the fund programming and call-for-projects for the program categories under the San Mateo County Sales Tax Measures A and W. Ensure the project selection processes are consistent with the guidelines established by the Board-approved Strategic Plans.
- Direct the monitoring and reporting of fund programming and expenditures under each of the San Mateo County Sales Tax Measures A and W program categories is in compliance with the provisions set forth in the voter-approved Expenditure Plans.
- Direct the strategic planning efforts associated with Measures A and W, as required by the provisions of the voter-approved Expenditure Plans.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Participate in selection, coordinate staff training, establish performance objectives, monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Direct the development and update of Measures A and W strategic plans, implementation plans and other strategic planning initiatives; assure ongoing adherence to strategic plan policies, procedures, and performance objectives.
- Recommend appropriate measures and strategies to ensure that the Measure A and W overall programs are being implemented in accordance with direction from the Board of Directors.
- Direct the development of Measures A and W program guidelines, evaluation criteria, and the oversight of the project selection process and oversee monitoring of progress and status of the Measure A and W programs with respect to drawdown of funds, and project delivery and effectiveness.
- Oversee the coordination of monitoring and reporting activities with other divisions and departments within the organization that are required to carry out the intent and requirements of Measures A and W, and the grants portfolio, and to ensure cross-departmental communication and collaboration.
- Evaluate job performance of staff which also includes the professional development through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the direction and general supervision of the Executive Officer, Transportation Authority, who establishes goals and objectives, monitors and evaluates performance.

MINIMUM QUALIFICATIONS:

Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Transportation Planning, Urban Planning, Public Policy, Public Administration, Economics or a closely related field.
- Seven (7) years' full-time progressively responsible experience in transportation or urban planning, economics and finance, public policy, public administration, or a relate field.
- Three (3) years' full-time management experience supervising technical and professional staff.

PREFERRED QUALIFICATIONS:

- Experience with the various programs providing funds and grants to public transportation programs and projects.
- Experience managing public sector funding programs.
- Master's Degree in Civil Engineering, Planning, Transportation, Public Administration or related field.
- Experience managing multiple planning studies for governmental agencies, ideally in transportation.

SELECTION PROCESS MAY INCLUDE:

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

BENEFITS:

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/about-samtrans/jobs>

Holidays : Seven paid holidays, plus up to four floating holidays per year

Paid Time Off : Up to 26 days (PTO) per year

Cafeteria Plans : Medical, dental, vision care, group life insurance and more

Transportation : Free Bus Transportation for employees and qualified dependents

Pension : Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the www.samtrans.com/about-samtrans/jobs. Complete an online employment application by 11:59 pm on Sunday, January 15, 2023. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to hr@samtrans.com.
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.