

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

December 15, 2024

TITLE: Manager, Major Corridors Program (Bus)
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Planning
APPLICATION DEADLINE: Sunday, January 14, 2024
PAY RANGE: \$2,342.15 - \$3,513.23 weekly (\$121,792 - \$182,688 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Manager, Major Corridors Program is responsible for the development and management of a program of strategic transit and multimodal planning initiatives for major corridors in San Mateo County, with an initial focus on the El Camino Real/SR-82 corridor. This position will be responsible for developing strategy and individual projects to implement the transit priority and multimodal recommendations of the El Camino Real Bus Speed & Reliability Study. The position may also lead or oversee studies related to other priority corridors such as the Dumbarton Rail Corridor. This position will develop the work plan and lead the Grand Boulevard Initiative, connecting individual city plans for the El Camino Real corridor into a unified vision for a cross-jurisdictional multimodal boulevard.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Responsible for development and management of a program of short and long range multimodal and transit (Bus) priority plans, and/or projects to advance bus performance on major corridors in the SamTrans service area.
- Develop and maintain working relationships with internal and external stakeholders to advance planning and capital projects to implement transit priority on major corridors.
- Build support and consensus on scope, schedule, and budget and related activities for transportation and transit plans, programs and projects, and to advance initiatives and pilots.
- Develop and manage major transit planning and capital improvement projects.
- Manage consultant contracts and ensure quality assurance/quality control on relevant activities.
- Present agency planning initiatives at meetings both internally and externally, including presenting goals and objectives of planning and capital projects.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Establish work plans, schedules and methods for providing planning and capital project development services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Oversee execution of multiple programmatic initiatives, monitoring and documenting progress.
- Lead interagency working groups and build relationships with partner agencies.
- Manage the selection and performance of consultant contract services for technical support; approve and monitor project schedule to ensure timely completion in accordance with agency standards.
- Prepare reports, presentations and other communications to senior staff, board members, and outside agencies and committees; respond to questions, written and oral requests for information from concerned parties.

- Review and comment on design packages, project plans and schematics for roadway projects and transit priority treatments.
- Lead, facilitate, and participate in multi-jurisdictional meetings with local, county and state project teams.
- Monitor work activities to ensure compliance with established policies and procedures; consult with senior management regarding policies and procedures.
- Prepare and administer the program budget including submission of budget recommendations and monitor expenditures.
- Evaluate job performance of staff, as assigned, which also included the professional development of staff 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 general supervision of the Director, Planning, who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in urban planning, transportation planning, transportation engineering, economics, public policy or related field.
- Five (5) years of full time progressively responsible experience in Transportation Planning, Urban Planning, Transportation Program Management, or Project Delivery.
- Two (2) years' experience supervising staff in a full-time or on a project basis.

PREFERRED QUALIFICATIONS:

- Experience working at or with a public transit operator implementing transit priority projects.
- Strong relationship-building skills and facilitation skills.
- Experience leading complex work groups.
- Familiarity navigating project delivery, engineering, and/or design processes at Caltrans.
- Strong presentation skills with Boards & committees.
- Effective oral and written communication skills.
- Proficiency in Microsoft Office Suite.

SELECTION PROCESS MAY INCLUDE: The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

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

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Work Location:	Select positions are eligible to work remote up to 50% of the time
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 <https://www.samtrans.com/jobs>. Complete an online employment application by **11:59 p.m. on Sunday, January 14, 2024**. 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 recruitment@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.