

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

March 29, 2024

TITLE: Manager Planning & Fund Programming
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Transportation Authority
APPLICATION DEADLINE: **Sunday, May 5, 2024 (1st cutoff Sunday, April 21, 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 of Planning & Fund Management will report to the Director of Planning and Funding and will be responsible for fund management and oversight of various Measures A and W program categories. This position also serves as the planning lead for Transportation Authority policy initiatives as well as oversees planning technical assistance work for studies led by Transportation Authority on behalf of local agencies.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Manage fund programs and operations which will include overseeing the fund programming and call-for-projects processes for various 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.
- Manage the monitoring and reporting of fund programming and expenditures under each of the San Mateo County Sales Tax Measures A and W and ensure the program categories are in compliance the voter-approved Expenditure Plans provisions.
- Lead Measures A and W strategic planning and policy efforts according to the provisions of the voter approved Expenditure Plans.
- Lead technical assistance planning and grant development efforts that the Transportation Authority undertakes in partnership with external agencies.
- Supervise staff including: Hiring, mentoring, and taking the appropriate corrective and/or disciplinary action. Will participate in the selection of staff, coordinate staff training and professional development, establish performance objectives, and monitor and evaluate employee performance. Will ensure that EEO policies and procedures are followed.

EXAMPLES OF DUTIES:

Examples of Planning Duties:

- Advance planning work related to a number of wide-ranging topics including but not limited to the following: autonomous vehicles, mobility hubs, transportation demand management, bicycle and pedestrian planning and concept design, and/or multimodal highway planning efforts.
- Manage complex and multi-disciplinary planning projects, or significant portions of such projects, involving a high level of technical complexity, public visibility, and coordination with numerous stakeholders.
- Facilitate public meetings/workshops and assist with promoting community-based organization partnerships in planning efforts.
- Provide technical assistance to stakeholder agencies on various transportation subject areas by leading projects on behalf of outside agencies, managing consultant contracts, and providing strategic guidance on an as needed basis.

- Lead the development of grant and funding strategies to assist with advanced planning for implementing projects.

Example of Fund Management Duties:

- Manage the development and update of Measures A and W strategic plans, implementation plans, and other strategic planning initiatives, ensuring ongoing adherence to strategic plan policies, procedures, and performance objectives.
- Manage the development of Measures A and W program guidelines, evaluation criteria, and the oversight of the project selection process. Oversee the monitoring of progress and status of the Measures A and W programs with respect to drawdown of funds, project delivery, and effectiveness.
- Oversee the coordination of monitoring and reporting activities with other divisions and departments within the organizations that are required to carry out the intent and requirements of Measures A and W and ensure cross-departmental communication and collaboration.
- Evaluate job performance of staff that also includes 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 of Planning & Funding Management, 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:

- A Bachelor's degree in Transportation/Urban Planning, Civil/Traffic Engineering, Public Policy, Public Administration, Economics, or related field.
- Five years of experience providing professional-level multimodal transportation planning, conceptual design, grant development, and funding. A graduate degree may be accepted in lieu of one (1) year of required experience.
- One year full-time management experience supervising technical and professional staff.

PREFERRED QUALIFICATIONS:

- Experience working with a transportation authority or county transportation agency is desirable.
- Knowledge of transportation planning and/or engineering for bicycle/pedestrian, transit, transportation demand management, multimodal highways, and the environmental process for transportation projects is preferred.
- Knowledge of Caltrans Local Assistance Procedures Manual and best practice design standards such as NACTO, AASHTO, and other sources.
- Knowledge of local, regional, state, and federal grant funding opportunities.
- Experience with GIS and proficiency with Microsoft Office Suite.
- Experience presenting to governing bodies and the general public on technical topics.
- Must have effective analytical, written, and verbal communication and presentation skills.
- Effective oral and written communication skills.

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) <ul style="list-style-type: none">• 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 **Sunday, May 5, 2024 (1st cutoff Sunday, April 21, 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 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.