
Deputy Director of Projects & Programming – Job Description

January 17, 2012 – The Sonoma County Transportation Authority (SCTA) is recruiting to fill the position of Deputy Director of Projects and Programming.

The SCTA coordinates transportation plans, programs and projects among the cities and County of Sonoma. The SCTA develops transportation plans to fund highways, bus transit, rail, bike and pedestrian routes and local roads. The SCTA works cooperatively with local, regional and state agencies to deliver capital projects and is responsible for the administration of a ¼ cent sales tax for transportation. The SCTA also allocates various federal, state and regional programs.

The SCTA has a twelve-member board of directors comprised of three members of the Board of Supervisors and a council member from each of the nine cities. The agency has a staff of eight and manages an annual budget of approximately \$20 million including both projects and operations.

Deputy Director of Projects & Programming - General Overview

The Deputy Director of Projects & Programming is selected by and reports to the Executive Director. The Deputy Director of Projects & Programming is responsible for coordination of all issues related to project development and delivery, fund programming functions, management of funding in the Measure M Strategic Plan and the SCTA accounting and finance functions. The position requires coordination between local jurisdictions, the Metropolitan Transportation Commission (MTC), Caltrans and multiple consultants. The Deputy Director of Projects & Programming works closely with the Deputy Director of Planning and Public Outreach on planning, project development and public information efforts.

Definition of Position

The Deputy Director of Projects & Programming position, under the general direction from the Executive Director, is responsible for the oversight of development and delivery of transportation projects, managing federal, state, regional and local funding programs in order to maximize revenues available for transportation projects and ensure project sponsors are accountable for funding spent.

The Deputy Director of Projects & Programming shall: manage project development and delivery via coordination with member jurisdictions and regional agencies, represent the agency in various environments, analyze transportation policies, manage contracts with consultants for project delivery tasks such as environmental studies, engineering, and construction management, manage the SCTA financial advisor on Measure M fund allocations and management, work to maximize the value of transportation funding by managing various funding sources and assigning projects to the most appropriate fund source, and work with local project sponsors on project controls and delivery issues related to funding.



Distinguishing Characteristics

The Deputy Director of Projects & Programming is the lead staff position on all project development, fund programming and financial management issues. This requires knowledge of transportation policies, technical issues, funding deadlines and agency roles.

The position requires knowledge of and abilities relating to:

- The principles and regulatory environment of transportation engineering and fund programming
- Engineering feasibility analysis
- The federal and state environmental review process
- Interdisciplinary practices and trends affecting project development
- Project cost estimating
- Transportation system measures of capacity, congestion and levels of service
- Fund and project tracking
- Transportation project delivery issues
- Interdisciplinary practices and trends related to programming and project development
- Financial tools available to transportation projects
- Government funding and programming (i.e., STIP, CMIA, TE, STP/CMAQ, TFCA, SLPP, TLC/HIP, etc.)
- Local transportation needs and problems
- Interrelationships between government agencies at all levels
- General financial and budgetary matters

The position also requires the following skills:

- Analysis and problem solving
- Working knowledge of financial and budgetary matters
- Decision making
- Leadership and management, particularly related to consultant management
- Excellent written and verbal communication
- Computer knowledge (i.e., Microsoft Office, email, Internet)
- Flexibility, motivation and self direction
- Customer service oriented

Specific Duties and Responsibilities

Duties include, but are not limited to the following:

1. Assists the Executive Director in defining work program goals and objectives. Provides recommendations to the Executive Director on all capital project and programming related matters, including timely communication of projects status and issues, programming deadlines, requirements and status.
2. Oversees all programming functions of the SCTA and coordinates with the Deputy Director of Planning & Public Outreach to ensure that planning, programming and project delivery functions are fully integrated and supportive of the maximizing the delivery of transportation projects.

3. Plans, directs and supports capital project development in order to ensure timely and cost effective delivery of projects by working with and supporting Caltrans, local project sponsors and consultants. Responsible for technical input on capital projects for various plans, studies and programming exercises. Primary focus on the Highway 101 corridor and related improvements.
4. Directs development of and maintains systems for financial planning; data collection and analysis; project tracking; and budget reporting to support requirements for fiscal and management audits.
5. Develops and implements strategies and policies related to the design, management, construction and delivery of SCTA funded projects including the preparation and maintenance of project schedules and budgets. Coordinates with regional agencies, other counties and local jurisdictions to ensure timely delivery of SCTA projects.
6. Manages project development and implementation activities, including engineering feasibility analyses, environmental studies, engineering, preparation of plans, specifications and estimates, environmental mitigation, right of way negotiations and construction management.
7. Extensive (daily) interaction with Caltrans on project delivery and programming matters and with consultants on project management.
8. Develops, negotiates and recommends to the Executive Director the approval of contracts and cooperative agreements with other governmental entities, consultants and private contractors as needed.
9. Represents the SCTA as a liaison and participates in regional meetings and discussions about transportation programming and project delivery. This includes representing the SCTA before other agencies and the public at meetings and presentations.
10. Prepares analyses and written technical reports, including findings and recommendations. This includes preparing agendas and reports for various policy and advisory committees as well as public presentations to interest groups and related parties.
11. Responsible for day to day management of the financial component of Measure M, including managing the financial advisor consultant, overseeing re-imbusement processes, managing the Measure M cash flow model, reviewing project audits and managing accounting staff.
12. Manage programming staff to coordinate with regional and state agencies on all programming issues.
13. Administers the Disadvantaged Business Enterprise program.
14. Acts as the official SCTA liaison to independent auditors and oversees audits related to the Measure M program.

Qualifications

The minimum qualifications for the Deputy Director of Projects & Programming include:

- A Bachelors degree in civil/transportation engineering or a related discipline
- A civil engineering license from the State of California
- Minimum of eight years full time experience in transportation or related discipline with at least two years of management experience.

The Deputy Director position is considered an employee of the SCTA. As such, the Deputy Director is entitled to the excellent management benefits provided by the SCTA and described in the ***Sonoma County Transportation Authority Personnel Policies and Procedures Manual*** – including health care, retirement, paid holidays, vacation time and sick leave. Possession of a valid California Drivers License is required.

The salary range is \$99,000 to \$121,000 annually.

This is an open recruitment until the position is filled. The first deadline for resumes to be submitted is February 3, 2012. Interviews will be scheduled shortly thereafter.

Please submit all resumes to:

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