



## **JOB DESCRIPTION: TRANSPORTATION PROGRAM MANAGER**

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### **BASIC FUNCTION**

Under general supervision of the Director of the Transportation Department, assists in coordinating transportation project planning and delivery activities required to administer the Coachella Valley Transportation Program.

### **REPRESENTATIVE DUTIES**

Responsibilities may include, but are not limited to, the following:

- Plans, organizes, implements, and controls transportation projects that may be associated with but not limited to Measure A, the State Transportation Improvement Program (STIP), Active Transportation Program (ATP), and other state and federal funding sources; ensures timely use of funds and adherence to program guidelines.
- Serves as a project manager on transportation improvement projects, which includes providing oversight, analysis, and input through all phases of project development; coordinates preparation and compliance of project delivery schedules with consultants and project team; provides direction on a variety of technical issues to ensure successful completion of projects; investigates and resolves problems related to scope of work or cost issues; ensures that projects are completed on time and within budget.
- Incorporates principles of risk management as part of overall management of projects and programs; provides timely communication of project status and issues to the Director of Transportation.
- Tracks project expenditures, reviews invoices for accuracy and consistency with contractual obligations, and recommends appropriate dispersals of allocated funds.
- Oversees the preparation, review, and approval of plans, specifications and estimates for construction contracts.
- Monitors compliance with contract requirements and identifies areas of non-compliance and potential claims; interprets and applies contracting principles, applicable laws, regulations, and policies and procedures.

- Oversees the development of consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; develops and reviews contract terms and amendments; evaluates their performance; reviews construction contract modifications and assists in negotiation of Contract Change Orders; prepares and monitors project budgets and expenditures; ensures contractor compliance with CVAG standards and specifications; processes state and federal invoicing and reimbursement requests.
- Oversees/develops technical studies, as needed, and prepares reports and recommendations related to traffic, transportation, or other specialized studies.
- Gathers technical data required for planning of a wide variety of engineering/transportation planning projects; provides technical expertise to CVAG's member agencies, the public, and technical oversight to consultants; negotiates, coordinates the gathering, collecting and analyzing of regional data by working with city, county and tribal administrative, management, and technical personnel.
- Conducts public meetings to monitor proposed transportation projects and gathers input from CVAG member agencies; assists in answering questions and providing information relating to CVAG's Transportation Program policies.
- Provides transportation analysis and planning, including transportation networks and modeling; analyzes transportation/land use interactions using computer software programs; reviews and inputs socio-economic data; assists with policy development and implementation strategies and prepares and presents reports related to the administration of the Coachella Valley Transportation Program.
- Coordinates the gathering, collection and analysis of regional data by working with city, county and tribal administrative, management, and technical personnel.
- Prepares and presents staffs reports to CVAG Committees.
- Assists with funding administration; coordinate and prepare funding reimbursement agreements; negotiate cooperative and license agreements with other agencies.
- Performs funding/grant development and administration, including researching federal and state grant funding opportunities, attending grant funding workshops, and developing, submitting, and monitoring status of grant applications.
- Performs contract administration, provides cost control, monitors project budgets and expenditures, evaluates invoices, and processes invoicing and reimbursement request for transportation projects.

- Assists with facilitating group consensus building, intergovernmental coordination, strategic planning, and impact analysis through effective public speaking, and work group management and administration.
- Prepares/Assists in the development of the Department's work plans and annual budget.
- May supervise subordinate staff, conduct evaluations, provide training where necessary.
- Coordination with Caltrans Local Assistance to process required authorizations, such as, E-76, Finance Letter, Supplemental Agreement, etc.
- Evaluates proposed legislation for impacts on specific programs and plans.
- Attend conferences related to transportation to stay updated on changes to the transportation industry as it relates to the Coachella Valley Transportation Program.
- Performs special assignments as directed by the Executive Director and the Director of the Transportation Department, upon request.

#### **MINIMUM QUALIFICATIONS**

Requires a Bachelor's Degree in a related field plus four years of transportation planning/engineering/construction management experience. California Professional Engineer's (PE) License is desired but not required. Knowledge/background in regional transportation planning, transportation modeling, and land use planning are highly desirable. Analytical, organization and communication skills as well as computer literacy (Windows 10 or newer) in word processing, spreadsheets, Power Point, and transportation modeling are essential.

#### **PHYSICAL CONDITION**

Essential and marginal functions may require maintaining physical condition for sitting or standing for prolonged periods of time.

#### **LICENSES AND CERTIFICATES**

Valid California Driver's License, Class C.

#### **CLASSIFICATION**

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