

El Cerrito

Now Accepting Applications for

Program Manager

Transportation Demand Management Program

\$93,300 - \$113,388

Filing Deadline: Monday, October 19, 2017 - 5pm

Hercules

Pinole

THE POSITION

The West Contra Costa Transportation Advisory Committee (WCCTAC) is currently recruiting for a Program Manager for its Transportation Demand Management (TDM) program. Under supervision of the WCCTAC Executive Director, this position administers a subregional transportation management program serving west Contra Costa County. The WCCTAC TDM program provides service to the residents and commuters of the region in coordination with the County-wide TDM program known as 511 Contra Costa.

Richmond

San Pablo

This specialized professional position coordinates with local employers, transportation agencies and various jurisdictions. In addition the TDM Program Manager coordinates with the regional Chambers of Commerce, Business Associations and local school districts.

TYPICAL DUTIES

- Manage the trip reduction program for residents, employers and commuters of West Contra Costa County.
- Manage the TDM Program planning, marketing, evaluation, financing and reporting processes of the activities of the 511 Contra Costa TDM programs.
- Provide technical staff support to WCCTAC and the WCCTAC Technical Advisory Committee.
- Manage the development and delivery of promotional products and services from vendors and consultants.
- Manage community, school and employer worksite transportation mitigation programs. Coordinate the social media outreach for all activities.
- Develop and administer grant funding and incentive programs.

Contra Costa
County

AC Transit

BART

KNOWLEDGE

Considerable knowledge of local transportation services such as transit, rideshare, bicycling, transportation technology, and other TDM programs such as telecommute, alternative workweek, and employer worksite relocation and worksite/community outreach activities; Understanding of local agency roles and interface with the Congestion Management Agency- Contra Costa Transportation Authority; Understanding of funding sources, including the Contra Costa Measure J Expenditure Plan, BAAQMD-TFCA; Understanding of the Contra Costa County TDM Ordinance as well as the regional and city trip reduction ordinances; Understanding of Google Docs, Excel and Access programs for database management.

WestCAT

SKILLS & ABILITIES

Excellent communication skills as shown by the ability to communicate both orally and in writing with peers, elected officials, and contacts in the public and private sector; Strong program management skills including administration and budgeting. Must be able to interpret regulations, grant agreements, budgets and other documents related to TDM. Must possess analytical skills necessary to prepare, track and analyze an annual budget of \$500,000, from several grant sources across multiple years.

The position is primarily in an office setting involving computer and telephone use. Significant time is spent in the field at events that have been planned, organized and set-up by TDM staff. Position requires physically moving event equipment and materials; requires the ability to lift up to 50 pounds. The TDM Program Manager is required to attend evening and weekend activities.

EXPERIENCE AND EDUCATION

- Completion of a bachelor's degree with some background in public administration, city planning, communications, transportation, or a closely related field.
- Three years of progressively responsible experience in the transportation or closely related field.
- Possession of, or ability to obtain, a valid Class C California's Driver.

THE APPLICATION / SELECTION PROCESS

Each applicant must submit a cover letter, resume, and completed **supplemental questionnaire**, which can be obtained through our website or by contacting WCCTAC staff at 510-210-5930. Resumes, cover letter and questionnaires may be submitted by US Mail or by emailing to jnemeth@wcctac.org. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to interview. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process.

EMPLOYEE BENEFITS

WCCTAC's Excellent Supplemental Benefits Package includes:

- Choice of health insurance plans under PERS healthcare program, fully paid
- Vision care supplement of \$425 per year
- Dental insurance, fully paid
- Employee Assistance Program
- 13 paid holidays, one floating holiday
- Vacation time earned at 7.5 hours per month
- Retirement – CalPERS. For current PERS members, 2.5% @ 55 formula; for new PERS members, 2.0% @ 62 formula
- Monday-Thursday – 9.35 hours per day; or Monday-Friday 7.5 hours per day
- 67.5 hours of Administrative Leave

For more information about WCCTAC or the position, visit our website at <http://www.wcctac.org/>