

## **JOB DESCRIPTION**

### **EXECUTIVE DIRECTOR**

#### **Definition**

Directs the activities and staff of a Regional Transportation Planning Agency, Airport Land Use Commission, and Congestion Management Agency consisting of the County and six cities. Directs the activities of the South Placer Regional Transportation Authority consisting of the County and three cities. The Executive Director serves at the pleasure and upon the terms described by the PCTPA Board of Directors. The position is responsible to the Board of Directors for the proper administration of all PCTPA and SPRTA affairs.

#### **Examples of Duties**

Directs and participates in the operation and activities of PCTPA and SPRTA; develops, presents, and implements policies and organization goals; establishes procedures to ensure effective and efficient operation; develops and oversees implementation of the overall work program; develops and oversees administration of the annual budgets for PCTPA and SPRTA; forecasts funds needed for program implementation, staffing, and materials; prepares a variety of technical papers, administrative reports, and public communications; prepares directives and informational reports for distribution to member jurisdictions; presents staff analysis and recommendations on various transportation issues at monthly Board meetings; oversees and manages the Regional Transportation and Air Quality Mitigation Fee program, including fee collection and distribution, traffic model and fee updates, and member agency coordination; directs, supervises, and manages the activities of professional, technical, and clerical staff involved in the operations and programs of the PCTPA and SPRTA; oversees the management of State and Federal grant programs and consultant contracts; ensures PCTPA and SPRTA complies with appropriate laws, rules, and regulations; represents PCTPA at State, regional, and local level for issues pertaining to transportation planning.

#### **Employment Standards**

**Knowledge of:** Principles and practices of regional transportation planning; principles of transportation program development and management including the relationship between Federal, State, regional, and local transportation planning activities; principles of public administrative and policy development; principles and practices of personnel management including selection, training, supervision, and evaluation; State and Federal laws pertaining to discrimination, harassment, Family Rights Act, and Federal Equal Employment Opportunity Commission guidelines; local, State, and Federal laws, rules, and regulations pertaining to regional transportation planning; Brown Act rules and regulations; principles and practices of budget development and administration and related funding sources; planning for all modes of transportation, land use, and air quality improvement.

**Ability to:** Organize and direct the staff and activities of a regional transportation planning agency, airport land use commission, regional transportation authority, and congestion management agency; build consensus on complex and/or controversial issues; develop and administer a comprehensive regional transportation planning work program; administer and update a regional transportation impact fee program; supervise and direct the work of supervisory, professional, technical, and clerical staff; effectively represent PCTPA to a wide variety of agencies, commissions, cities, counties, and citizen groups; conduct meeting with community groups, organizations, and government officials; prepare and administer a complex budget; monitor agency compliance with pertinent Federal, State, regional and local laws and regulations; communicate effectively, both orally and in writing; establish and maintain cooperative relationships with governmental agencies, officials, and the public.

**Experience:** Five years of professional experience in transportation planning with at least three years of management experience with at least two years at the executive level.

**Education:** Equivalent to graduation from a four-year college or university with major coursework in transportation planning, urban/regional planning, or a closely related field. Masters degree in public management is desirable.