



FINAL FILING DATE:

March 29, 2017

(Postmarks will not be accepted)

Invites Applications For

PLANNING PROGRAM MANAGER I/II

Level I: \$4,967 - \$6,038/Month

Level II: \$5,750 - \$6,989/Month

Interviews Tentatively Scheduled:

April 14, 2017

THE POSITION: The Yuba-Sutter Transit Authority is recruiting for a Planning Program Manager I/II to perform a variety of technical and professional duties in support of the agency's programs and activities. Depending on the skills, knowledge and experience of the selected incumbent, assignments will include some combination of short and long range service planning; contract compliance monitoring activities; grant writing; special project management and support activities; marketing and community outreach; website management; and, technical and administrative support to the Transit Manager. Because Yuba-Sutter Transit also provides staff support under contract with the Regional Waste Management Authority, the incumbent may also perform many of these same functions for that agency.

EXAMPLES OF ESSENTIAL DUTIES: *General duties may include, but are not limited to, the following:* Provide technical support to a variety of special projects; prepare and submit a variety of internal and external reports; serve as liaison between outside organizations and the Authority; provide professional guidance with respect to Authority programs, policies, and procedures; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; represent the Authority on committees and with outside organizations; coordinate technical support activities as required; may assist with the routine troubleshooting and maintenance of desktop computers, servers, and backup of data; assist with the evaluation and purchase of new technology related hardware and software; coordinate Authority efforts and initiatives related to safety and security; coordinate with outside contractors as necessary; build and maintain positive working relationships with co-workers, other Authority-related employees and the public using principles of good customer service; perform related duties including general office assistance as needed or assigned.

Specific duties may include, but are not limited to, the following: Assist with the design and analysis of transportation alternatives including service types, routes and scheduling; develop and test new routes and schedules; serve as primary liaison with operations and maintenance contractors, ensuring contractor compliance and researching and resolving issues to ensure consistent service delivery; provide support to the Transit Manager with respect to the development of long and short range transit plans; make recommendations on a variety of transit issues; coordinate with the Sacramento Area Council of Governments (SACOG) on regional planning matters; serve as the primary subject matter expert on issues related to compliance with the Americans with Disabilities Act (ADA); prepare monthly and annual external reports as necessary; review and respond to development proposals with respect to existing and potential service areas; evaluate and recommend how transit can best serve the area and determine optimum bus stop locations; coordinate the selection, installation, maintenance and relocation of bus stop signs, benches, and shelters; develop and coordinate for the preparation and distribution of marketing materials including printed brochures, advertising campaigns, website content, and other outreach materials; receive, research and respond to customer inquiries, questions, and comments.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

Knowledge of:

Level I: Principles and practices of organization and administration; research methods and procedures including statistical analysis; English grammar, punctuation, spelling and usage; technical report writing; modern office equipment and methods including use of computer applications. Principles and practices of transit planning; methods of customer service, public relations and marketing; and, environmental and operational regulations impacting transit planning and transit operating activities.

Level II: *In addition to the above;* Principles and practices of project management and advanced data analysis methods. Principles and practices of local and regional transit planning; principles and practices of marketing and community outreach; methods for the effective planning of transit routes. Principles and practices related to the review of development plans as it relates to transit planning; principles and practices of contract monitoring.

Ability to:

Level I: Learn applicable local, State and Federal transit planning and operating laws, rules and regulations; prepare and present a variety of administrative and technical reports; research, analyze, and resolve technical issues; understand and carry out oral and written directions; organize and prioritize timelines and project schedules in an effective and timely manner; use a variety of personal computer applications; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work. Learn to perform professional duties in the development, administration and implementation of transit programs; learn to analyze and formulate recommendations in support of long and short range planning needs; learn to implement and administer service agreements related to operations and maintenance; learn to coordinate planning related projects.

Level II: *In addition to the above;* Independently perform professional duties in support of assigned program; identify, research and respond to questions from Authority staff, outside agencies, and the public; prepare and present technical reports; independently analyze situations and data and develop logical conclusions and sound recommendations; establish and maintain various data collection, record keeping, tracking, filing and reporting systems; provide technical and administrative support for a variety of special projects. Independently perform professional transit analysis and program management; research transit issues and develop sound recommendations and alternatives; identify and respond to community issues, concerns and needs; independently monitor operations and maintenance contract and resolve contract compliance issues; coordinate a variety of transit related programs and projects.

Education and Experience:

Level I: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: One year of experience either performing professional transit planning duties, depending on assignment. Equivalent to a Bachelor's degree in urban planning, transportation planning, public or business administration or a related field.

Level II: Three years of professional experience performing duties similar to that of a Program Manager I with the Yuba-Sutter Transit Authority. Equivalent to a Bachelor's degree in urban planning, transportation planning, public or business administration or a related field.

Special Requirements: *Essential duties require the following physical skills and work requirements:* Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer, typing, data entry or use of other office equipment or supplies; sufficient strength and coordination for lifting, pushing, pulling, and/or carrying the weight of computer equipment; ability to operate a motor vehicle; involves VDT exposure.

Other Requirements: The Authority may conduct a background check on candidates prior to appointment that may include personal and professional reference checks, employment verifications, education verifications, credit history checks, drug screen, physical, Live Scan, Social Security employment eligibility verifications, professional license/registration verification, military service information and driving history.

License: Possession, or ability to obtain, a valid California driver's license. Proof of adequate vehicle insurance and acceptable driving record may be required.

The recruitment process for this position *may* include completing an application, participating in oral interview(s) and a written exercise. Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Yuba Sutter Transit reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

Yuba-Sutter Transit is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Yuba-Sutter Transit will provide reasonable accommodation to qualified individuals with disabilities. Yuba-Sutter Transit encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

HOW TO APPLY:

Interested applicants are **REQUIRED** to submit a resume and a supplemental questionnaire for the initial screening. The screening panel will select those most qualified to be considered for further participation in the selection process, which may include an application screening, oral interview(s) and a written exercise. The Yuba County Human Resources Department is assisting Yuba-Sutter Transit with this recruitment process. For additional information, please contact the Yuba County Human Resources Department at:

Yuba County Human Resources & Organizational Services
915 8th Street, Suite 113
Marysville, CA. 95901

Phone: (530) 749-7860 FAX: (530) 749-7864

Web Site: www.yuba.org E-mail: emendoza@co.yuba.ca.us

The Yuba County Human Resources Department must receive all resumes with the required Supplemental Questionnaire by no later than 5:00 P.M. on the final filing date. Postmarks will not be accepted. It is important to note that resumes must be submitted via mail, fax or be otherwise delivered to our office as we are unable to accept e-mailed applications or resumes.

SELECTION PROCEDURE

The resumes and Supplemental Questionnaires will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

- California Public Employee Retirement System (CalPERS) – Either 2% at 62 (for employees entering the CalPERS system after 12-31-2012) or 2% @ 55 (for Classic PERS eligible employees)
- No Social Security
- Employer paid Medicare
- Employer paid health, dental, vision (reimbursement allowance), life and long term disability insurance coverage available to employee and dependents
- Deferred compensation plan available with employer contribution of \$50 per month
- Twelve paid holidays annually
- Annual leave (combined vacation & sick leave) program starting at 24 days a year (less than five years) up to 33 days a year (at least 20 years) up to a maximum accrual of 48 days
- Limited annual leave sell back program

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee classifications.

Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a pre-placement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

The Yuba-Sutter Transit Authority does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer-related only), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, genetic information, or any other consideration made unlawful by Federal, State or local laws.