

DIRECTOR OF PLANNING/PROGRAMMING
SALARY RANGE
\$77.84 - \$94.615 Hourly
\$13,492.24 - \$16,399.90 Monthly
\$161,906.87 - \$196,798.81 Annually

BASIC FUNCTION

Plans and manages the performance of an assigned division within SBCAG.

DEFINITION

Under administrative direction from Executive Director: manages a division of the Santa Barbara County Association of Governments (SBCAG), covering Regional Planning or Programming; provides support to the Executive Director and Board of Directors in coordinating and directing divisional activities and operations; provides effective and efficient fulfillment of the functions and services of the agency; fosters cooperative working relationships among SBCAG operations and intergovernmental regulatory agencies, and various public and private groups. Provides highly responsible and professional assistance to the Executive Director in areas of expertise and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Directly reports to and receives administrative direction from the Executive Director. The work provides for a wide variety of independent decision-making in respective SBCAG division, within legal and general policy and regulatory guidelines. Exercises general direction and supervision of professional and technical staff.

CLASS CHARACTERISTICS

This Transportation Planning/Programming Director is a management classification that oversees, directs, and is responsible for the administration and management of a division of SBCAG operations. Participates in key activities of SBCAG's operations, including short- and long-term planning, policy development and administration, and implementing policies and procedures. Incumbents regularly interact with the Executive Director, Board of Directors, and divisional staff in obtaining and coordinating programs, projects, and information. Successful performance of the work requires knowledge of public policy and the ability to develop, oversee, and implement divisional programs and projects. Responsibilities include managing and overseeing complex and varied programs, projects, and activities. The incumbents are accountable for accomplishing SBCAG planning, programming, and operational goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of any position and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all programs and services of an assigned division.

- Plans, assigns, supervises, and reviews the work of division staff in the development of the major regional plans and programs required of an association of governments, Regional Transportation Planning Agency, Metropolitan Planning Organization, Local Transportation Authority, and Airport Land Use Commission.
- Assists the Executive Director in planning, organizing, and directing the services and activities of the planning/programming division and programs.
- Develops, plans, and supervises staff and consultants involved in the design, development and implementation of major transportation projects and programs.
- Implements directives and policies from the Executive Director; provides guidance and direction to key staff members to coordinate and direct programs and projects.
- Contributes to the overall quality of SBCAG's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and SBCAG needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work; identifies opportunities for improvement and directs the implementation of change.
- Manages and participates in the development and administration of assigned budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Manages transportation funding programs from various local, state and federal sources including fund estimates, calls for projects, application evaluation, programming agreements, expenditure and timely use of funds tracking.
- Monitors and evaluates multiple recommendations for major transportation programs; develops alternatives and major complex financial and funding recommendations.
- Conducts complex financial analysis related to transportation planning, programming, project implementation, funding, and analytical projects and programs.
- Plans, develops and implements large transportation improvement projects and programs.
- Advocates funding needs of SBCAG transportation programs and assesses future financial trends, opportunities, costs and constraints.
- Seeks discretionary state/federal funding for SBCAG transportation planning, programs and capital improvement projects, develops funding grant applications.
- Coordinates and maintains liaison with city, county, state and federal agencies; represents SBCAG at hearings of city councils, board of supervisors and state commissions.
- Raises profile of SBCAG, local agencies and projects at state and federal level.
- Selects, trains, motivates, and directs assigned personnel; evaluates and reviews work for acceptability and conformance with department standards; works with employees on performance issues; implements discipline and termination procedures; and responds to staff questions and concerns.
- Oversees the administration of internal policies and procedures, including providing guidance on preparation of Board meetings.
- Reviews and approves board and committee meeting agenda items prepared by divisional staff and consultants.
- Participates on the Management Team providing input on implementation of the goals, policies, and directives of the SBCAG governing Board; provides input on project and program issues, policy and strategic direction.
- Participates in and promotes the development of guidelines and strategies to ensure efficient resource planning, programming and policy development.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Executive Director.
- Provides direction and develops materials for SBCAG's website.

- Formulates and supervises research programs to analyze demographic and socioeconomic data and prepares regional forecasts and reports.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine SBCAG needs and requirements for contractual services; negotiates contracts and agreements and administers it after award.
- Prepares, reviews, and processes grant applications.
- Participates on and makes presentations to the Board of Directors and a variety of other state and local boards and committees; attends and participates in professional group meetings; stays abreast of new trends and innovations as they relate to the area of assignment.
- Represents SBCAG on various intergovernmental committees, task forces, and other meetings pertaining to agency management and assigned program matters.
- Monitors and evaluates proposed/enacted changes in laws, regulations, and technology for potential impacts on SBCAG, provides feedback throughout developmental process, and implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of planning and program management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Public agency budget development, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Recent and on-going developments, current literature, and sources of information related to assigned programs and services.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing SBCAG in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and SBCAG staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the assigned division and assigned program areas.
- Provide administrative and professional leadership and direction for assigned division.

- Manage and administer public agency programs and projects that involve extensive coordination and outreach with outside agencies, public and private employers, and the public.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Effectively represent the division and SBCAG in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze situations, identify problems, recommend solutions and evaluate outcomes. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, discretion, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in planning, engineering, business or public administration, or a related field and a minimum of five (5) years of broad and progressively responsible management and/or administrative experience in transportation engineering, planning, and/or programming, including highly complex projects and programs on a countywide level.

Licenses and Certifications:

- Possession of a valid California Class “C” Driver’s License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various SBCAG meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Travel by air, rail, or automobile, as well as overnight stays outside the SBCAG region are periodically required to perform job functions. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

The employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining SBCAG policies and requesting and providing information.