



Class Title: **ASSISTANT PROGRAM PLANNER/ADMINISTRATOR**
FLSA: Non- Exempt
Salary Range: See Current Salary Resolution
Last Amended: 09/18/2013

DEFINITION

Under general supervision, performs routine professional planning and program work for the Napa Valley Transportation Authority (NVTA); administers the development and implementation of routine transportation analyses, projects, and studies and serves as an assistant on individual NVTA projects; may establish and/or administer agreements, contracts, plans and projects that have a narrow strategic impact on countywide transportation planning efforts; coordinates with federal, state, regional and local agencies to identify project opportunities and facilitate implementation; provides routine staff support to various NVTA, regional and/or local boards, councils, commissions and committees; and performs related duties.

The NVTA is a joint powers organization consisting of County of Napa, the cities of American Canyon, Napa, St. Helena, Calistoga, and the Town of Yountville who are jointly engaged in the coordination of transportation planning, programs and systems.

CLASS CHARACTERISTICS

This is the first working-level classification in the professional Program Planner/Administrator series. Under direction, an Assistant Program Planner/Administrator is responsible for performing routine professional transportation planning and administration duties pertaining to various programs and projects. Incumbents coordinate with member agencies in order to help them develop, fund, and implement transportation projects, and/or they may personally plan, develop and manage internal NVTA projects. Work at this level is generally limited in scope, and projects typically have a narrow impact on countywide transportation needs.

This classification is distinguished from the higher-level classification of Associate Program Planner/Administrator because incumbents in the latter work with greater independence to plan and administer programs and projects that typically have a greater countywide impact and require more knowledge and experience with a variety of planning projects and activities.

SUPERVISION RECEIVED AND EXERCISED

Direction is received from the NVTA Program Manager - Public Transit.

The incumbent may directly or indirectly supervise subordinate technical or clerical employees.

ESSENTIAL DUTIES

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

1. Identify and document the NVTA's transportation problems and needs
2. Develop methods of analysis (i.e. statistical forecasts)
3. Analyze existing and proposed plans, programs and projects for their ability to meet transportation objectives, including their effects on social, economic factors of the county
4. Prepare reports of findings
5. Produce qualitative, quantitative, statistical and systems analysis of a range of transportation data
6. Enhance the agency's capacity to produce long range financial forecasts for transportation revenues and expenditures
7. Assists with implementing planning-related studies and projects; collects and identifies relevant data; evaluates transportation needs through surveys, observations, traffic counts, and other research methods; develops and documents recommendations, including strategies and methodologies to address unmet transportation needs.
8. Administers various NVTA-sponsored programs or projects and personally performs specialized and technical planning, programming and administrative tasks; develops and recommends project goals, objectives, and strategies; develops work plans and recommends policies and procedures; conducts site visits and verifies compliance with program/project requirements; researches, compiles, synthesizes, analyzes, and interprets information and data; procures vendor and consultant services as needed; monitors and analyzes project indicators and evaluates success.
9. Works with member cities/town, the County, as well as federal, state, regional and local agencies, to help coordinate the development and delivery of transportation-related projects; initiates Calls for Projects; receives and processes proposals; evaluates project goals and objectives for consistency with funding requirements; facilitates and coordinates proposal selection processes; tracks project status and evaluates success in meeting goals.
10. Helps ensure that assigned programs/projects comply with federal, state, and/or regional requirements for grant funding, timing, programming, planning, consultant selection, and other tasks.
11. Performs Qualitative and Quantitative Analysis on reports, studies, grants, contracts and proposals; makes recommendations for approval or implementation.
12. Prepares planning-related information for the education of policy makers, staff and general public; interprets and explains planning objectives, policies and

procedures to community organizations, governmental agencies, staff, and the public; assists in proactively maintaining effective communications among the member agencies; responds to individual member requests.

13. Represents the NVTA to its member agencies and other organizations, groups, or individuals on various matters and issues as assigned; serves as a liaison to various boards, councils, commissions, and/or committees as assigned.
14. Reviews and analyzes legislation and advises on potential impact to assigned functions.
15. Prepares and presents reports, correspondence and written recommendations concerning transportation related planning projects; researches issues as requested.
16. Performs related duties as assigned.

QUALIFICATONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education: Equivalent to a bachelor's degree from an accredited four year college or university with major coursework in transportation planning, urban planning, environmental studies, economics, mathematics, or a closely related field.

Experience: Entry level position. Preferably one year of professional planning experience in a public agency setting.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic principles and practices of transportation planning, analysis and development.
- Basic principles, operations and methods of public administration, including administrative planning, financial and budgetary analysis, budget preparation and control, problem analysis, and program evaluation.
- Techniques for collaborating successfully with elected officials and individuals from other agencies and groups.
- Basic principles and practices of grant project management and contract administration, as well as state and federal grant programs.
- Federal, state, and local regulations pertaining to land use, transportation, environmental, climate protection and sustainable community development planning issues and programs.

- Legislative developments affecting transportation programs; transportation funding sources at the federal, state, regional, and local levels.
- Current trends and methods in transportation planning including forecasting, data collection and analysis.
- Basic principles of supervision and leadership.
- Research, analytical and statistical methods applicable to transportation planning.
- Create statistical forecasts.
- Gather, analyze and validate data.
- Execute statistical modeling software.
- Review resulting statistical forecast model.
- Apply error analysis techniques to improve forecasting.
- Summarize/aggregate statistical forecast.
- Internal controls appropriate for a public agency setting.
- Document management.
- Transportation funding processes and procedures.
- General office procedures and administration; contracts administration and procurement.
- Development of policy recommendations for consideration by decision makers.

Ability to:

- Perform routine transportation planning and analysis duties.
- Help facilitate local government processes and programs with regard to transportation planning.
- Manage and administer routine transportation projects from inception to completion.
- Prepare project budgets and funding proposals.
- Negotiate, administer, and recommend the approval of contracts; evaluate the effectiveness of contract services provided.
- Make presentations before governing boards and other public and private groups as requested.
- Analyze situations accurately and take effective action.
- Organize own work, coordinating multiple work programs/projects and meeting critical deadlines.

- Communicate effectively both orally and in writing.
- Read, interpret and apply complex technical material.
- Prepare and present clear and concise correspondence, technical reports and recommendations; collect, organize and maintain records.
- Establish and maintain cooperative working relationships with staff, other departments and agencies, the private sector, and the public.
- Operate a personal computer with word processing, spreadsheet, and database programs.

PHYSICAL DEMANDS

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects; operate keyboards, tools, or controls; and make condition assessments. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to lift 20 pounds, and handle office equipment.

REQUIRED LICENSES OR CERTIFICATES:

Possession of a valid California driver's license is required within 3 months of hire.