



NVTA Title: **TRANSPORTATION PROGRAM PLANNER & POLICY ANALYST**  
FLSA: Non- Exempt  
Salary Range See Current Salary Resolution  
Last Amended: 07/20/2016

### **DEFINITION**

Under general direction, the Transportation Program Planner & Policy Analyst is responsible for performing a wide variety of moderate to highly complex professional, analytical and administrative support activities for the Napa Valley Transportation Authority (NVTA), including but not limited to developing and/or administering departmental or program budgets, conducting operational analysis, managing complex programs or projects, and administering the agency's mobility management programs.

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 and serves as the congestion management agency and public transit provider jointly engaged in the coordination of transportation planning, programs and systems.

### **CLASS CHARACTERISTICS**

Under general direction, the incumbent is expected to work independently to identify the need for and develop changes to operating practices, systems, programs and policies. The incumbent performs the full array of duties within the area of assignment, including complex analytical projects and providing staff support working with a high degree of independence. The position will require interaction with all levels of employees, managers, elected officials, community groups, other governmental agencies and the public. The incumbent must be able to multi-task, meet work deadlines and work independently and as part of a team, even under stressful situations.

### **SUPERVISION RECEIVED AND EXERCISED**

Direction is received from the NVTA Program Manager - Public Transit and the NVTA Program Manager - Planning

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

### **ESSENTIAL FUNCTIONS**

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

1. Perform research and/or data gathering activities; analyze and interpret data collected and prepare periodic or special reports based on conclusions in assigned area of responsibility; and make recommendations on the formulation of operating policies and procedures, development and implementation of new program initiatives, and work flow systems;
2. Administer on-going activities within a designated program area, including initiation, development and implementation of projects; coordination of project planning and/or program development activities; managing outside consultant

- contracts; and overseeing projects through to successful completion;
3. Conduct surveys and perform research and statistical analyses on administrative, fiscal/budgetary, operational problems, and/or transportation projects; assist in departmental budget preparation;
  4. Confer with and coordinate with NVTA staff on a wide variety of project management, administrative analyses, and travel demand management programs;
  5. Respond to citizen and resolve complaints and requests for specialized agency information/issues, as required.
  6. Act as project coordinator or liaison as assigned duties may require; represent assigned department in interdepartmental, community and/or professional meetings as assigned.
  7. Develop written recommendations; make oral presentations to higher level management or outside agencies.
  8. Responsible for planning and implementing services relating to the agency's mobility management programs.
  9. Ensures that assigned programs/projects comply with federal, state, and/or regional requirements for grant funding, timing, programming, planning, consultant selection, and other tasks.
  10. Performs related duties as assigned.

### **QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual may possess a combination of experience, and/or 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 college or university with major coursework in transit, transportation planning, business or public administration, public policy, urban planning, engineering, geography, or a closely related field.

**Experience:** Two years of experience performing increasingly responsible professional administrative, analytical and/or program management duties is desired, preferably in a public agency setting.

### **REQUIRED KNOWLEDGE AND ABILITIES**

*Knowledge of:*

- Applicable Federal, State and local laws and ordinances related to transportation/land use, e.g., CEQA; NEPA; CDBG; Title VI; ADA FEHA; etc.;
- Research and report writing techniques;
- Principles of math and statistical analyses;
- Basic principles and practices of government operations and its administration and organization;

- Effective methods for planning, coordinating and implementing program initiatives;
- Principles of governmental financial administration, including public budgeting and reporting;
- Methods and techniques used for project management.
- Community interrelationships;
- General office procedures and administration; contracts administration and procurement.

*Ability to:*

- Analyze a variety of moderate to complex administrative/operational problems and make effective operational and/or procedural recommendations;
- Exercise sound judgment and discretion;
- Prepare effective and complete staff reports and make presentations before governing boards and other public and private groups as requested;
- Manage diverse and complex programs and/or projects as assigned;
- Coordinate multiple work programs/projects and meet critical deadlines;
- Conduct research, perform statistical, content and/or cost-benefit analyses, independent cost analysis (ICE), and evaluate options based on findings;
- Analyze data and prepare written reports and informational materials to inform policy, decision makers and the public.
- Learn the Federal, State and local regulations and guidelines related to assigned duties;
- Perform the full range of the assigned duties under minimal supervision;
- Successfully manage multiple complex projects with aggressive schedules within various functional areas;
- Manage and prioritize multiple tasks and shifting priorities;
- 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;
- Use Microsoft Office, including Excel, Access and Project.
- Have experience and understanding of SPSS statistical software or equal.

**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.