



Class Title:           **DIRECTOR – CAPITAL DEVELOPMENT AND PLANNING**  
FLSA:                 Exempt  
Salary Range         See Current Salary Resolution  
Last Amended:       09/18/2019

### **DEFINITION**

Under the Executive Director's direction, assumes responsibility for the day-to-day development and implementation of planning, project and program management work for the Napa Valley Transportation Authority (NVTA); including land use planning, multi-modal planning and project management; coordinates with federal, state, regional and local agencies on funding and program implementation; provides advanced staff support to various NVTA, state, federal, 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**

Under administrative direction of the Executive Director, the Director-Capital Development and Planning, is responsible for performing complex and strategically important transportation/transit planning and project activities. The incumbent assists key decision makers and community leaders in better understanding issues and opportunities in the current ongoing planning process in order to encourage and facilitate their involvement in, and commitment to, current and future planning and implementation of projects. The manager must also be able to multi-task, meet deadlines and work deadlines and work independently and as part of a team, even under stressful situations.

### **SUPERVISION RECEIVED AND EXERCISED**

Administrative direction is received from the NVTA Executive Director.

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

### **ESSENTIAL DUTIES**

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

1. Plans, administers and manages complex studies and project development, in the areas of multi-modal transportation, land use, congestion management, environmental, and/or other related areas; prepares long-term transportation strategies consistent with countywide community development and local general

- plans; develops and defines a discrete list of long-term transportation infrastructure needs and priorities.
2. Oversees the development, management, and uses of transportation/land use modeling tools with the capability to effectively plan for transportation infrastructure needs that support NVTA and member agencies' planning efforts. Develops and administers plans, programs, and projects to maximize funding opportunities; identifies countywide candidate projects and strategies and assists member agencies/organizations with preparing project submittals and establishing a process for project priorities in the countywide transportation plan, related plans and funding programs.
  3. Works with other government agencies to insure that transportation plans are integrated with other types of planning, programs, and projects; assists in monitoring and evaluating the effectiveness of transportation funding programs, making recommendations and modifications to achieve desired outcomes; assures compliance with local, state, and federal transportation program regulatory requirements.
  4. Reviews regionally significant development proposals and environmental studies for traffic impact and prepares comments on transportation impact mitigation actions.
  5. Develops, negotiates, administers, and monitors consultant contracts relating to all transportation modes , land use, housing, environment, climate protection, and resiliency
  6. Serves as agency liaison to regional, state, and federal funding agencies on highway and active transportation project development and multi-modal planning.
  7. Administers and manages special studies and projects; performs complex transportation planning analyses; monitors ongoing activities of contractors for compliance with grant requirements, contracts, and state regulations.
  8. Oversees the development and implementation of the transit-related activities and transportation projects involving all modes transportation systems (i.e. road, transit, bicycle and pedestrian);
  9. Oversees the development of strategic plans, goals, and objectives related to the delivery of transit services in the Napa Valley.
  10. Coordinates with Director of Administration, Finance and Grants on transit funding programs and grants, and transit project priorities for inclusion in regional and local planning efforts.
  11. Reviews planning-related procedures and methods and initiates changes as needed; develops and implements new policies and procedures, internal controls, and various systems to improve operational efficiency and effectiveness, and ensure organizational compliance with applicable policies, procedures, laws, and regulations.
  12. Develops strategic goals and objectives related to the delivery of NVTA planning services; performs research and analysis leading to the development of new and

- improved methods and systems based on cost-benefit analyses, financial needs, funding sources, and related issues; monitors and evaluates the effectiveness of planning activities and, as necessary, makes recommendations and modifications to achieve desired outcomes.
13. Assists in identifying and securing transportation funding through federal, state, and other agencies; analyzes problems and issues related to funding sources, and their anticipated impact on current and proposed programs and projects; prepares grant applications, contractual agreements, requests for proposals, and other documents; advises prospective funding recipients regarding their contractual obligations.
  14. Serves as the project manager for the periodic update and development process for the Regional Transportation Plan (RTP), as well as other strategic plans and studies as assigned; solicits, evaluates, and selects consultant teams; meets with consultants and contractors to stay updated on the project status; provides information and updates to NVTA technical committees as well as member agencies; reviews and approves consultant reports and invoices.
  15. Analyzes reports, studies, grants, contracts and proposals; makes recommendations for implementation or development of studies, grants, contracts and proposals.
  16. 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; proactively maintains effective communications among the member agencies and responds to individual member requests.
  17. In coordination with the Director of Administration, Finance, and Policy, oversees the development and administration of comprehensive marketing and public information programs for the NVTA including the integration of fixed route, paratransit, and local shuttle services.
  18. Represents the NVTA and its member agencies on various matters and issues as assigned; serves as a liaison to various county and city staff as well as state and federal agencies; represents the NVTA Board and Executive Director at federal, state, regional (e.g., MTC, ABAG, or BAAQMD), and local meetings and functions as assigned.
  19. Reviews and analyzes proposed legislation and advises on potential impact to assigned functions.
  20. Prepares and presents reports, correspondence and written recommendations concerning transportation related planning projects to the Executive Director and Board of Directors; researches issues as requested.
  21. Works collaboratively with member agencies to establish a process to review major General Plan and Specific Plan updates for their relation to transportation impacts.

22. Responsible for oversight and packet production of the following NVTA committees: Technical Advisory Committee, Citizen Advisory Committee, Active Transportation Advisory Committee, and Paratransit Coordinating Committee,
23. Oversees and manages staff in the following departments: Planning and Transit
24. Performs related duties as assigned.

### **QUALIFICATONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training necessary to 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, or a closely related field. Possession of a master's degree is desirable.

**Experience:** A minimum of six years of increasingly responsible professional experience in land use, transportation, climate protection, energy efficiency and/or sustainable community development planning. Experience working with a policy board is required. One year supervisory experience is desirable.

### **REQUIRED KNOWLEDGE AND ABILITIES**

*Knowledge of:*

- Principles and practices of land use, transportation, climate protection and sustainable community development planning, analysis and development.
- Principles and practices of transit planning, analysis and traffic modeling theory.
- Principles, operations and methods of public administration, including administrative planning, financial and budgetary analysis, budget preparation and control, problem analysis, and program evaluation.
- Principles and practices of grant project management and contract administration, as well as state and federal grant programs.
- Federal, state, and local statutes and regulations pertaining to land use, transportation, climate protection and sustainable community development issues and programs.
- Legislative developments affecting land use, transportation, climate protection and sustainable community development programs and funding sources at the federal, state, regional, and local levels.
- Familiarity with federal, state, and local statutes and regulations as they relate to transit operations and compliance. Specific knowledge of Americans with Disability Act and Federal Transit Administration 3<sup>rd</sup> Party Contracting Requirements and general knowledge of federal and state procurement requirements. Familiarity with legislative developments affecting transit

programs and funding sources at the federal, state, regional, and local levels.

- Current trends and methods in land use, transportation, climate protection and sustainable community development planning including forecasting, data collection and analysis
- Industry trends particularly as it relates to technologies and advancements relating to deployment of public transportation
- Environmental report processes, including California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA).
- Project phasing and funding.
- Effective contract administration methods and procedures.
- Techniques for collaborating successfully with elected officials and individuals from other agencies and groups.
- Principles, techniques, and methods to plan, develop, and coordinate an effective public information/education and media liaison program. Principles and practices of effective supervision and basic personnel management.
- Research, analytical and statistical methods applicable to transit/transportation planning.
- Internal controls appropriate for a public agency setting.
- Documentation 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 complex transportation planning and analysis duties by working with member agencies in the development of local streets and roads projects for submission and funding through the MTC, CTC, FHWA, and Caltrans.
- Facilitate local government processes and programs involving elected officials and consultants.
- Collaboratively develop, implement and evaluate comprehensive policies and programs to achieve objectives; develop and implement short and long-range program goals and objectives.
- Management, administration and oversight of transportation/transit related projects from inception to completion.
- Analyze and prepare project budgets, funding proposals, and schedules.
- Develop, implement and revise administrative services, policies and procedures.

- Negotiate, administer, and recommend the approval of contracts; evaluate 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.