



Class Title: **PRINCIPAL PROGRAM PLANNER/ADMINISTRATOR**
FLSA: Exempt
Salary Range: See Current Salary Resolution
Last Amended: 09/18/2019

DEFINITION

Under administrative direction, the Principal Program Planner/Administration administers complex and strategically important transportation planning activities involving all transportation modes (i.e. road, transit, bicycle, pedestrian and intelligent transportation projects); serves as project manager for special projects including those involving land use, environmental impact, street, road and highway issues; coordinates with federal, state, regional and local agencies to identify and capture project opportunities and facilitate implementation; provides advanced 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 advanced level in the Planner series. Positions assigned to the class of Principal Program Planner/Administrator apply specialized and advanced level knowledge and abilities in the area to which assigned, and generally have responsibility for a major element of a project or program in the Planning department. Incumbents exercise a higher level of independence in the overseeing of various activities. Positions at this level serve as a resource to other staff, departments, committees, boards or commissions and may supervise a small number of technical, professional, support staff and consultants in the development, definition, interpretation and application of policies and/or regulations as necessary. Work at this level is highly complex and routinely requires exercising independent discretion and judgment.

This classification is distinguished from the Senior Program Planner/Administrator by its scope of responsibility and the assignment of project/program activities.

SUPERVISION RECEIVED AND EXERCISED

Direction is received from the Director- Planning and Capital Development, and Program Manager-Engineering and Projects

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. Manage assigned project phases involving all modes of transportation systems (i.e. road, transit, bicycle and pedestrian);
2. Serve as project manager including preparation of reports, correspondence and written recommendations concerning transportation related planning projects; research issues as requested.
3. Plan, organize and coordinate the activities of a major element of a planning project and/or program; perform environmental analysis for current and advanced planning projects, especially those of a highly complex, visible and sensitive nature; review environmental impact reports.
4. Implements 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.
5. 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 prepares 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.
6. Works with member cities, the County, as well as federal, state, regional and local agencies, to help in 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.
7. Works with other government agencies to integrate transportation plans with other types of planning issues (e.g., land use, environmental and/or climate planning) and contribute positively to the overall development of a geographical area.
8. Reviews proposals for environmental, climate, and/or traffic impact and prepares comments on transportation impact mitigation actions.
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. Analyzes reports, studies, grants, contracts and proposals; makes recommendations for approval or implementation.

11. 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.
12. 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.
13. Reviews and analyzes legislation and advises on potential impact to assigned functions.
14. Prepares and presents reports, correspondence and written recommendations concerning transportation related planning projects; researches issues as requested.
15. 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, or climate protection studies, or a closely related field.

Experience: Five years of increasingly responsible professional planning experience, including at least one year in a public agency setting. (A Master's Degree in planning or related experience may be substituted for one year of experience) *Depending upon the specific assignment of a position, applicants may be required to have up to one year of specialized planning experience that emphasized transportation, urban, environmental, or climate protection projects.*

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of transportation planning, analysis and development.
- Principals, 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 environmental planning and administration of environmental policies.
- Environmental compliance processes, including California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA).

- Techniques for collaborating successfully with elected officials and individuals from other agencies and groups.
- 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.
- Principles of supervision and leadership.
- Project phasing and funding.
- Research, analytical and statistical methods applicable to 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 a variety of transportation planning and analysis duties.
- Facilitate local government processes and programs with regard to transportation planning.
- Manage and administer 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.
- Work independently in the absence of supervision.

- 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.