

El Cerrito

*Now Accepting Applications for*

## **Associate Program Manager**

\$74,640 - \$90,720

Hercules

Filing Deadline: Wednesday, November 8, 2017 at 5pm

Pinole

### **THE POSITION**

The West Contra Costa Transportation Advisory Committee (WCCTAC) is recruiting for an Associate Program Manager. WCCTAC is seeking a candidate who is dynamic, innovative, collaborative, and self-starting to administer a Transportation Demand Management (TDM) program in west Contra Costa County, in coordination with a countywide program known as 511 Contra Costa. The person selected for this position will work with transportation agencies, local jurisdictions, employers, business associations, school districts and the public.

Richmond

The purpose of the TDM program is to encourage a shift from single-occupant vehicles driving at peak hours to other, less polluting, alternatives. There will be considerable opportunity in this position to adapt and improve the current program alongside partner agencies.

San Pablo

### **TYPICAL DUTIES**

- Manage the TDM program for residents, employers, employees, and commuters in West Contra Costa County. This includes budgeting, administering grant funds, planning, developing incentive programs, marketing, outreach, evaluation, and reporting.
- Assist in the preparation of marketing, messaging, and outreach materials and work alongside other TDM providers in Contra Costa and the region to make the program as successful as possible.
- Engage with local organizations (such as schools and employers) to assist with worksite transportation mitigation programs.
- Have a willingness and ability to work on non-TDM programs in areas such as senior and disabled transportation, student transportation, and bicycle and pedestrian improvements should the position grow and evolve.

Contra Costa  
County

AC Transit

BART

### **KNOWLEDGE**

The ideal candidate will be familiar with transportation services such as transit, carpooling, rideshare, bicycling, and electric vehicle charging infrastructure, and should be familiar with concepts like telecommuting and employer alternative workweeks. They should understand local agency roles and have the ability to work with the Contra Costa Transportation Authority (CCTA). They should be familiar with funding sources, including the Contra Costa Measure J Expenditure Plan, and the BAAQMD TFCA program, as well as the Contra Costa County TDM Ordinance and city trip reduction ordinances. Finally, the candidate should be web and social media savvy with an understanding of Google Docs, and Excel and Access programs for database management.

WestCAT

## **SKILLS & ABILITIES**

The candidate should have the ability to be engaging with the public and to think creatively about encouraging the use of less polluting forms of transportation. They should possess excellent communication skills, as shown by the ability to communicate both orally and in writing. They should have program management skills, including administration and the preparation, tracking, and analyzing of an annual budget of \$500,000+, from more than one grant sources across multiple years.

The position is primarily in a small office setting but also involves significant time spent in the field at events that have been planned and organized by TDM staff. The TDM Program Manager is required to attend occasional evening and weekend activities. The position requires physically moving event equipment and materials and the ability to lift up to 50 pounds.

## **EXPERIENCE AND EDUCATION**

- Completion of a bachelor's degree with some background in public administration, city planning, transportation, communications, marketing, advertising or other relevant field.
- Two years of progressively responsible and relevant experience.
- Possession of, or ability to obtain, a valid Class C California's Driver.

## **THE APPLICATION / SELECTION PROCESS**

Each applicant must submit a: 1) cover letter, 2) resume, and 3) completed **supplemental questionnaire**, which can be obtained through our website or by contacting WCCTAC staff at 510-210-5930. Resumes, cover letter and questionnaires may be submitted by US Mail or by emailing to [vjenkins@wcctac.org](mailto:vjenkins@wcctac.org). Applications not submitted by the posted date and time (November 8, 2017 at 5pm) will not be considered. The most qualified applicants will be invited to interview. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process.

## **EMPLOYEE BENEFITS**

WCCTAC's excellent Supplemental Benefits Package includes:

- Choice of health insurance plans under PERS healthcare program, fully paid
- Vision care supplement of \$425 per year
- Dental insurance, fully paid
- Employee Assistance Program
- 13 paid holidays, one floating holiday
- Vacation time earned at 7.5 hours per month
- Retirement – CalPERS. For current PERS members, 2.5% @ 55 formula; for new PERS members, 2.0% @ 62 formula
- Monday-Thursday – 9.35 hours per day; or Monday-Friday 7.5 hours per day
- 67.5 hours of Administrative Leave

For more information about WCCTAC or the position, visit our website at <http://www.wcctac.org/>