

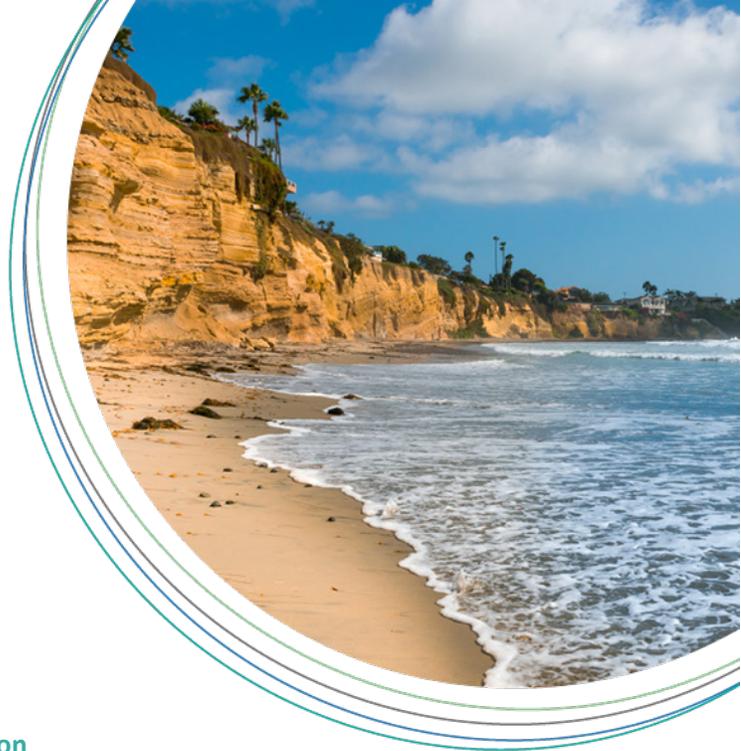


Regional Active Transportation Planning Program Manager

Annual Salary Range: \$92,073 to \$142,714 per year

First Review of Applications: November 29, 2021 – Opened until filled

Expected Start Date: January 2021



Overview of the Active Transportation and Rail Planning Section

Long range plans for the San Diego region include increasing mobility, reducing greenhouse gases, and improving public health. By ensuring bicycling and walking are safe viable options for everyday travel and providing intercity passenger rail options for travel, SANDAG has adopted several strategies to accomplish this vision. The Active Transportation and Rail Planning team manage bikeway planning, design and project implementation activities, and performs rail planning activities related to the LOSSAN Corridor.

Role

The Regional Active Transportation Planning Program Manager will supervise, manage, and coordinate activities and operations related to rail planning and active transportation projects, manage project teams, and coordinate assigned activities with internal and external partners.

Job Responsibilities

- Oversee, manage, and lead rail planning and active transportation programs and project teams for the agency.
- Oversee planning, preliminary engineering, environmental clearance, final design, construction and public involvement activities for active transportation plans and projects.
- Monitor and evaluate the efficiency and effectiveness of program and project delivery methods and procedures; identify and implement opportunities for improvement
- Plan, direct, coordinate, review, and implement work plans for active transportation and rail project teams; assess and monitor project work-load, administrative, and support systems requirements; meet with staff to identify and resolve issues; assign work activities for projects and programs.
- Supervise, mentor, train, and provide career development opportunities for employees.
- Develop project plans, Requests for Proposals (RFPs), scopes of work, project deliverables, budgets, and schedules; participate in the selection of consultants and vendors; administer contracts and ensure projects progress on schedule, within the approved budget, and at a consistently high level of quality; ensure projects are completed in adherence to funding agency requirements.
- Prepare grant applications for rail planning and active transportation programs and projects; prepare and present written and oral presentations to management, the SANDAG Board of Directors, committees, internal and external groups, and the public; participate on boards and commissions and professional group meetings.

Experience and Qualifications

- A bachelor's degree from an accredited college or university with major course work in planning, engineering, public/business administration, or a related field. An advanced degree is desirable.
- A minimum of seven years of increasingly responsible, professional transportation planning or engineering experience, including two years of supervisory responsibility.
- Demonstrated knowledge of theories, principles, and practices of rail planning and active transportation programs and projects including planning, scheduling, budgeting, environmental clearance, design and construction.
- Demonstrated knowledge of Amtrak, COASTER, and Metrolink routes and service structures.



- Experience in conducting multimodal analysis, preparing reports, and developing concept design; familiarity with bikeway design guidelines published by the National Association of City Transportation Officials (NACTO), Transit Cooperative Research Program (TCRP), American Association of State Highway and Transportation Officials (AASHTO), and Institute of Transportation Engineers (ITE).
- Demonstrated project management experience including preparing budgets and schedules; developing grant proposals, RFPs, scopes of work, and contracts; experience evaluating proposals and selecting and managing consultants.
- Experience supervising and evaluating the work of professional and technical personnel; experience providing administrative and professional leadership, training, and direction for assigned programs and projects.
- Understanding of the principles and practices of budget preparation and control; ability to prepare and administer large and complex budgets; demonstrated ability to meet program and project goals in a timely manner and within budget.
- Outstanding written and oral presentation skills, ability to effectively communicate to a variety of audiences including elected officials, technical staff, and the public; ability to prepare clear and concise reports.
- Demonstrated ability to analyze problems, identify solutions, and propose recommendations.
- Demonstrated ability to establish and maintain effective working relationships with those contacted in the course of work including agency and other government officials, community groups, the public, and media representatives; and to gain cooperation and consensus through discussion and persuasion.
- Working knowledge of the Windows XP computer operating system and experience using the Microsoft Office Suite, such as Word, Excel, and PowerPoint.

Benefits and Salary

Our benefits include health, dental, and vision insurance as well as employee assistance, wellness, and work/life balance programs. Retirement and financial security benefits are provided through a pension plan and contribution to the SANDAG deferred compensation program. SANDAG offers flexible work schedules and employees are provided with paid time off and paid holidays.

How to Apply

We encourage interested candidates to apply for this position by completing a SANDAG Employment Application. Resumes, cover letters, and work samples may be submitted but are not a substitute for the Application.

The Employment Application can be downloaded from the SANDAG website or requested by emailing hr@sandag.org or calling (619) 699-1900. Completed applications can be submitted via email, fax, or regular mail. See our Careers / How to Apply webpage for additional information.

In compliance with the Americans with Disabilities Act (ADA), SANDAG will accommodate persons who require assistance in order to apply for a position at SANDAG. Applicants requiring an accommodation due to a disability during any stage of the recruitment and selection process, including requesting this document and related application materials in an alternative format, should make their needs known by contacting Human Resources at hr@sandag.org, (619) 699-1900, (619) 699-1904 (TTY), or fax (619) 699-6905.

Further Information

In compliance with the Immigration Reform and Control Act of 1986, applicants hired by SANDAG must show acceptable proof of identity and evidence of authorization to work in the United States.

The selected candidate can anticipate a driving record check upon hire, and approximately annually thereafter. The results of the check may determine whether the selected candidate will be permitted to drive for SANDAG business.

SANDAG requires all new employees to be fully vaccinated for COVID-19 within 45 days of hire; reasonable accommodation requests will be considered.

The candidate selected for this position will be expected to work in-person in the San Diego office.

Contact Us



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