

## Exhibit A:

### EXECUTIVE DIRECTOR SANTA CRUZ REGIONAL TRANSPORTATION COMMISSION Job Description

#### **DEFINITION**

Under general direction of the Regional Transportation Commission, this position serves as the Executive Director for the Santa Cruz Regional Transportation Commission (RTC). Subject to legislative and administrative determination of policy, this position plans, directs, organizes and implements regional transportation planning, service and funding programs and conducts any other work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This single position class is designated by the County Administrative Officer and is subject to a Memorandum of Understanding between the County of Santa Cruz and the Santa Cruz County Regional Transportation Commission (RTC) to serve as Executive Director to the (RTC) a Regional Transportation Planning Agency (RTPA) under State of California Statutes. The Executive Director is responsible for administration of the RTC and makes recommendations to the RTC on policy and allocation of local, State and federal funds for transportation projects. The RTC also serves as the Service Authority for Freeway Emergencies and Rail/Trail Authority. The Executive Director is required to possess broad knowledge of federal, State and local and regional laws and regulations related to transportation and funding for transportation as well as broad knowledge of effective administrative and budgeting practices and procedures.

#### **TYPICAL TASKS**

The Executive Director of the RTC directs and administers the provisions of the Transportation Development Act and State and federal grant programs; interprets, applies and implements federal, State and regional laws and regulations regarding the use of funds and programmatic requirements; develops goals, objectives, policy recommendations and department work plans to implement the RTC's policy objectives; prepares and/or directs the preparation of staff reports, staff recommendations and/or commission agenda materials for all RTC's meetings, public hearings and other RTC committee or task force meetings; coordinates and serves as the RTC's primary liaison with local, regional, State and federal agencies and public officials and conducts public presentations on behalf of the RTC; interprets, analyzes, applies and advises the RTC on all laws and regulations regarding regional transportation planning, transportation funding, allocation of funds and programmatic requirements related to all aspects for regional

transportation; develops, supervises and implements the RTC's budget, fund management, audits, purchasing and accounting activities; negotiates, implements and manages consultant contracts on behalf fo the RTC; reviews and responds to land use proposals, i.e., environmental impact reports, general plan and growth management plans; supervises, directs and trains professional and nonprofessional staff; conducts public presentations for the RTC and to the public and works with the County of Santa Cruz on policies and procedures pertaining to services provided by the County.

## **EMPLOYMENT STANDARDS**

### Knowledge:

- Thorough knowledge of federal, State, local, regional laws, regulations and procedures pertaining to transportation in a Regional Transportation Planning Agency.
- Thorough knowledge of the principles and effective practices of transportation planning, project analysis, financing, and program implementation.
- Thorough knowledge of the principles of personnel management including selection, supervision, training and development.
- Thorough knowledge of effective RTC communication and policy development.
- Thorough knowledge of effective interagency collaboration.
- Thorough knowledge of the functions and interrelationships of local, regional, State and federal transportation planning, funding implementation and regulatory agencies.
- Working knowledge of governmental and/or public finance and budget management.
- Working knowledge of grant program preparation and management and consultant contract negotiation and administration.
- Working knowledge of State and federal legislative process.
- Working knowledge of public relations and public information practices.
- Working knowledge of information technology processing applications.
- Some knowledge of civil engineering related to transportation planning.
- Some knowledge of the principles, practices and trends in land use planning, air quality planning and environmental review.

### Ability to:

- Plan, direct, evaluate and administer the department's work plan through subordinate staff.

- Establish and maintain effective working relationship with the RTC, local agencies, public officials, media, citizen organizations and other public agencies.
- Evaluate transportation policy and program practices, define problem areas, develop and recommend policies to the RTC and direct the implementation of such policies.
- Comprehend, interpret and present complex regulations, laws and guidelines in public.
- Prepare clear and concise policy, administrative and technical reports.
- Effectively represent the RTC before local, regional, State and federal agencies.
- Make effective oral preparations to the RTC and the public.
- Adhere to administrative and fiscal policies and procedures including fiduciary duties.
- Understand and interpret to others the aims, concepts, principles, policies and practices of the regional transportation planning, funding and project development.
- Operate a computer to input, access and analyze data and operate other office equipment.

## **TRAINING AND EXPERIENCE**

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: four years of high-level administration or management experience in transportation planning.

## **SPECIAL REQUIREMENTS**

Possession of a valid California Class C driver's license or the employee must be able to provide suitable transportation approved by the appointing authority.

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