TITLE: Manager, Programming and Monitoring

EMPLOYMENT TYPE: Exempt

DIVISION: Planning, Grants, Transportation Authority

APPLICATION DEADLINE: Open Until Filled (1st resume review will be June 5, 2020)

PAY RANGE: $2,117 – $3,175 per week ($110,089 – $165,134 estimated annual)

WORK LOCATION: 1250 San Carlos Avenue, San Carlos, California

WORK SCHEDULE: Full Time (Monday – Friday)

Job Summary: The Manager of Programming and Monitoring will report to the Director of Grants and Fund Management and will be responsible for overall fund program management and oversight of Measures A and W funds collected by the San Mateo County Transportation Authority and the San Mateo County Transit District respectively.

Examples of Essential Functions:
- Manage fund programs and operations which will include overseeing the fund programming and call-for-projects processes for the program categories under the San Mateo County Sales Tax Measures A and W. Ensure the project selection processes are consistent with the guidelines established by the Board-approved Strategic Plans.
- Manage the monitoring and reporting of fund programming and expenditures under each of the San Mateo County Sales Tax Measures A and W, and ensure the program categories are in compliance the voter-approved Expenditure Plans provisions.
- Manage Measures A and W strategic planning according to the provisions of the voter approved Expenditure Plans.
- Supervise staff including: Hiring, mentoring, and taking the appropriate corrective and/or disciplinary action. Will participate in the selection of staff, coordinate staff training and professional development, establish performance objectives, and monitor and evaluate employee performance. Will ensure that EEO policies and procedures are followed.

Examples of Duties:
- Manage the development and update of Measures A and W strategic plans, implementation plans and other strategic planning initiatives, ensuring ongoing adherence to strategic plan policies, procedures, and performance objectives.
- Recommend appropriate measures and strategies to ensure that the Measure A and W overall programs are being implemented in accordance with direction from the Board of Directors.
- Manage the development of Measures A and W program guidelines, evaluation criteria, and the oversight of the project selection process. Oversee the monitoring of progress and status of the Measures A and W programs with respect to drawdown of funds, project delivery, and effectiveness.
- Oversee the coordination of monitoring and reporting activities with other divisions and departments within the organizations that are required to carry out the intent and requirements of Measures A and W, and ensure cross-departmental communication and collaboration.
- Evaluate job performance of staff that also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect yourself, your fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

Supervision: This position works under the general supervision of the Director of Grants and Fund Management who establishes the goals and objectives, and evaluates performance.
Minimum Qualifications: Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- A Bachelor’s degree in Transportation Planning, Urban Planning, Public Policy, Public Administration, Economics, or related field.
- Five years of full-time progressively responsible experience in grants administration, transportation planning, finance, or related field.
- One year full-time management experience supervising technical and professional staff.

Preferred Qualifications

- Experience working with a transportation authority or county transportation agency is desirable.
- Must have effective analytical, written and verbal communication and presentation skills.
- Must have effective organizational and program management skills.

Selection Process May Include:
The process will include a panel interview and may include written and skills test assessments. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process. Selected candidate will be subject to background check.

Current Employment Benefits at SamTrans:

- **Holidays:** Seven paid holidays, plus up to five floating holidays per year
- **Time Off:** Paid Time Off: Up to 26 days per year
- **Cafeteria Plans:** Medical, dental, vision care, group life insurance, and more
- **Transportation:** Free bus transportation for employees and qualified dependents
- **Retirement:** Social Security and California Public Employees Retirement Systems (CalPERS)
  - Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
  - New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

How to Apply:

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package must be received by the District’s Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650)508-6308.

SamTrans is an Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans