

El Cerrito

Now Accepting Applications for

Project Manager

Salary Range: \$110,268 - \$134,040

Hercules

Filing Deadline: Open until filled with the first round of applications to be reviewed on
October 27, 2023

Pinole

BACKGROUND

The West Contra Costa Transportation Advisory Committee (WCCTAC) is governed by a Joint Exercise of Powers Agreement (JPA) between the following member agencies: the cities of El Cerrito, Hercules, Pinole, Richmond, San Pablo; Contra Costa County; and transit providers, AC Transit, BART, and WestCAT. The WCCTAC Board is comprised of elected representatives from the member agencies. Two WCCTAC members also sit on the Contra Costa Transportation Authority (CCTA) Board.

Richmond

San Pablo

WCCTAC is charged with assessing the transportation needs of the West Contra Costa region, coordinating the actions of its members, making policy decisions regarding transportation issues, delivering programs, and programming certain revenues. WCCTAC is one of four regional transportation-planning committees in Contra Costa County. WCCTAC has been in existence since 1988 and formally became a Joint Powers Agency in 1990. The WCCTAC office is in the City of El Cerrito, near the Del Norte BART Station, at 6333 Potrero Ave, Suite #100.

Contra Costa
County

THE POSITION

The West Contra Costa Transportation Advisory Committee (WCCTAC) is recruiting a Project Manager and seeking a candidate who is dynamic, innovative, collaborative, and self-starting. This position will oversee transportation programs and projects in West Contra Costa County that improve mobility for seniors, the disabled, and youth, and that encourage trips by alternative modes to reduce greenhouse gas emissions. The person selected for this position will work with transportation and transit agencies, school districts, local jurisdictions, employers, civic associations, and the public.

AC Transit

BART

TYPICAL DUTIES

- Oversee the Measure J-funded Student Bus Pass Program in partnership with the West Contra Costa Unified School District and John Swett Unified School District.
- Facilitate coordination among West Contra Costa County's senior transportation providers.
- Play a role in the implementation and monitoring of the new Medical Trip Pilot Program for eligible seniors.

WestCAT

- Provide leadership and direction on the future of the WCCTAC Travel Training Program for seniors and on the overall provision of travel training services in West Contra Costa County.
- Encourage service effectiveness and continuous improvement for senior transportation services funded by Measure J.
- Oversee the annual programming of Measure J funds to certain West Contra Costa County transit operators (BART, AC Transit, WestCAT) in partnership with CCTA.
- Oversee the 511 Contra Costa Transportation Demand Management (TDM) program in West Contra Costa for residents, employers, employees, and commuters. This includes overseeing cooperative agreements with CCTA, administering grant funds, developing annual budgets, coordinating with CCTA and staff in other Contra Costa subregions, developing incentive programs, and overseeing necessary reporting.
- Evaluate, coordinate with local partners, and pursue grant opportunities relating to youth transportation, safe routes to schools, senior and disabled transportation, micro-mobility, bicycle and pedestrian improvements, EV charging stations, and/or greenhouse gas reducing transportation improvements.
- Potentially supervise staff that could be involved in senior service and/or TDM programs.
- Maintain content on the WCCTAC website and regularly post and maintain social media online engagement.
- Take on other duties as assigned.

KNOWLEDGE & SKILLS

The ideal candidate will be familiar with transportation services such as transit, paratransit, carpooling, rideshare, bicycling, bicycle sharing and parking, electric vehicle charging infrastructure, and concepts surrounding commute alternatives. They will have knowledge of senior and youth transportation needs and services. They will ideally understand West Contra Costa County, including its transportation challenges, and be able to work collaboratively with the Contra Costa Transportation Authority (CCTA), transit providers, local school districts, and other entities in the local community. They will be familiar with transportation funding sources, including Contra Costa County's Measure J, the Bay Area Air Quality Management District's Transportation Funding for Clean Air (TFCA) program, and other sources that relate to senior and youth transportation.

The candidate will be web and social media savvy, able to engage with the public, and think creatively about encouraging the use of less polluting forms of transportation. They will have writing and speaking skills and be able to prepare staff reports for the WCCTAC Board and deliver PowerPoint presentations.

The ideal candidate will have program management skills and the ability to track and manage a budget. They will be able to work collaboratively with a small staff working in a small office and at home. They will have the ability to attend off-site events and participate in occasional evening and weekend activities. The ideal candidate will have the ability to lift 40 lb. boxes, and to set up tables for events. The candidate will have experience with the Microsoft Office suite including Word, Excel, and PowerPoint and will be familiar with Microsoft Outlook and Adobe Acrobat.

EXPERIENCE AND EDUCATION REQUIREMENTS

- Completion of a bachelor's degree. A background in public administration, city planning, social services, transportation, or other relevant fields is desirable.
- At least 7 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 cover letter and resume. These materials can be submitted by email to vjenkins@wcctac.org. The most qualified applicants will be invited to interview. Meeting the minimum requirements of the position does not guarantee advancement in any phase of the selection process.

EMPLOYEE BENEFITS

WCCTAC's excellent Benefits Package includes:

- Retirement with CalPERS. For Classic PERS members, 2.5% @ 55 benefit formula; for newer PEPRA CalPERS members, 2.0% @ 62 formula
- CalPERS retirement employee contribution of 3.3% for classic members and 7.75% for PEPRA members. WCCTAC pays the remainder.
- Monday-Friday, 7.5 hour workday with significant remote work available. A four-day work schedule is also possible.
- Choice of health insurance plans under CalPERS healthcare program, fully paid up to the level of the Kaiser plan for the San Francisco Bay Area, including for spouse and dependents.
- IRS 125 Flexible Medical Account with \$425 contributed annually by WCCTAC.
- Dental insurance through Delta Dental.
- Short-term and Long-term Disability insurance.
- Employee Assistance Program.
- Two 457 Deferred Compensation Plans.
- Vacation time: 10 days per year for starting employees; up to 30 days depending upon tenure
- Additional paid leave: 9 days of Administrative Leave
- Sick Leave: 1 day per month
- 12 holidays and 2 floating holidays

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