



**County of Tuolumne
TCTC EXECUTIVE DIRECTOR**

CLASS CODE	P002	SALARY	\$68.97- \$83.83 Hourly \$5,517.67 - \$6,706.77 Biweekly \$11,954.96 - \$14,531.33 Monthly \$143,459.47 - \$174,375.97 Annually
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ESTABLISHED DATE November 13,2024

Class Definition



TUOLUMNE COUNTY TRANSPORTATION COUNCIL

Under the direction of the Tuolumne County Transportation Council (TCTC), serves as the Chief Administrative Officer and is responsible for the proper administration of all TCTC affairs including serving as the Tuolumne County Transit (TCTA) Manager. Provides executive and professional transportation planning; provides supervision of TCTC staff; provides administrative oversight to the county's public transit system; and related duties as assigned.

CLASS CHARACTERISTICS

This single incumbent position is responsible for working with the City of Sonora and the County of Tuolumne in meeting the goals of their joint Tuolumne County Transportation Council. Serves as the Secretary for the TCTC, and serves as transit manager, providing administrative and professional oversight of the contract operator of the public transit system. Provides supervision and professional oversight to TCTC staff. This is an at-will position that works with considerable autonomy under the supervision of the Transportation Council.

Examples of Duties

Duties may include, but are not limited to, the following:

- Oversees the development and implementation of TCTC goals, objectives, policies, and procedures.
- Prepares and submits the TCTC's annual Overall Work Program (OWP).
- Prepares and administers program budgets; monitors and recommends expenditures in accordance with budgetary limitations, government policies and sound fiscal management principles.
- Supervises, counsels, and evaluates the performance of staff. Provides for appropriate professional/technical development for staff and implements disciplinary action as appropriate.
- Oversees the work of staff and consultants to ensure the successful completion of assignments and projects.
- Negotiates, manages and administers contracts for services in compliance with laws, codes and regulations pertaining to such services.
- Provides leadership in strategic and long-range transportation planning.
- Conducts a variety of transportation planning studies, including updating the regional transportation plan, regional transportation improvements program and transit development plan.
- Secures transportation funding and provides oversight of project implementation consistent with state and federal requirements; research, prepares and administers grant programs and annual work programs.
- Oversees local transportation funds, including state transit funding allocations; prepares financial and other required reports and conducts fiscal audits.
- Coordinates and reviews major state and county highway projects.
- Develops and applies a County-wide traffic model and a long-range, strategic transportation financing program.
- Provides administrative oversight of the contract operator for the public transit system, including administering the system's annual budget, recommending changes in routes and fare structure, and developing and implementing vehicle replacement programs.
- Ensures the compliance of paratransit and fixed route transit services with the Americans with Disabilities Act.
- Reviews proposed federal and state legislation; prepares written analyses of issues affecting operations; drafts proposed legislation and prepares recommendations for TCTC positions.
- Provides administrative direction and professional support for the TCTC; oversees preparation of TCTC and advisory committee agendas and background packages.
- Makes presentations before policy boards and community organizations; represents the TCTC in meetings with representatives of governmental agencies, professional / business/ community organizations, and the public.

- Develops and maintains contact with customers, social service organizations and other agencies involved with transportation needs of persons with disabilities.
- Establishes and maintains cooperative working relationships with area representatives of elected officials as well as governmental funding and regulatory agencies.
- Reviews, analyzes, and interprets statistical information from a variety of sources; identifies and investigates service improvement opportunities; plans and implements improvements.

Minimum Qualifications

Knowledge of:

- All federal, state and county laws, codes, rules, regulations and standards affecting division programs and projects.
- Administrative principles and methods, including goal setting, planning, program and budget development and implementation.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles of supervision, training, and performance evaluation.
- Principles and methods of transportation planning and traffic engineering.
- Transportation funding and legislative requirements and policies.
- Methods and techniques of research and technical report preparation. " Principles and practices of grant and contract administration.
- Modern office practices and technology.
- English usage, spelling, grammar, and punctuation. Business letter and report writing.

Ability to:

- Understand, interpret, and apply federal, state, and local laws, rules and regulations, policies and procedures pertaining to division administration and operations.
- Develop, implement, and interpret goals, objectives, policies, and procedures.
- Analyze complex technical and administrative problems, evaluate alternative solutions, and make sound recommendations.
- Prepare and administer budgets; interpret financial and budgetary statements.
- Select, supervise, motivate, and evaluate the performance of assigned staff, and provide for their training and professional development.
- Plan, organize, manage, and coordinate the work of employees and consultants.

- Exercise sound independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Interpret complex division projects and programs to the public.
- Prepare, verify, analyze, and reconcile complex fiscal records, reports, and recommendations.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain project files and records, including financial records.
- Communicate clearly and concisely, both orally and in writing.
- Represent the County and TCTC effectively in meetings with others.
- Perform required mathematical computations with accuracy.

Education:

A Bachelor's degree from an accredited college or university with major coursework in planning, engineering, public or business administration, political science or related field.

OR

Five years of additional (total of 10 years) relevant experience may substitute for a Bachelor's degree.

Experience:

Five years of increasingly responsible experience performing transportation planning, administrative or management functions within a governmental agency.

Other Requirements:

Must possess a California driver's license and have a satisfactory driving record.