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Job Description

FINANCE & ADMINISTRATION DIVISION

Administrative Assistant

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Administrative Assistant provides administrative and clerical support the Transportation Authority's six divisions, including coordinating office equipment, facilities, general office services and related activities, serving as a contact to the public for the agency, and assisting staff with project and administrative work.

Reports to: Deputy Director for Finance and Administration

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs front office duties including greeting visitors, responding to general inquiries from the public and other agencies, answering telephones, handling the Transportation Authority's general email account and maintaining common room areas. Assists staff with general office procedures such as data entry, calendaring, website updates, travel arrangements, pre-approval and reimbursement requests.
- Performs administrative and clerical tasks such as distributing and posting mail and arranging for special delivery service; managing record retention and destruction; document control and storage; assisting with correspondence and preparation of reports and presentations; reserving on and off-site meeting rooms; and maintaining files and records.
- Procures supplies and equipment following the Transportation Authority's procurement process. Ensures and assists with proper maintenance of all office equipment by outside vendors (e.g.; network system, telephones, copier, and postage equipment); troubleshoots standard equipment malfunctions.
- Assists the Clerk of the Authority as needed with preparation and distribution of agenda packets, preparation of minutes, posting of materials on the website and other duties, and helps to clerk meetings.
- Facilitate meeting coordination or personally performs meeting room set up, orders catering, escorts guest to the meeting, and enters names in the security system.
- Assists with recruitment of new employees by administering recruitment needs such as posting job openings and proctoring exams for candidates; maintains data base for recruited positions; sets up interviews, emails employment notifications; maintains new employee and employee exit packets; coordinated entry of new employees and payroll authorization changes with accounting staff.
- Researches, analyzes and makes office policies; provides administrative analysis to the Deputy Director for Finance and Administration.
- Acts as an assistant to one or more Deputy Director(s) fielding calls and coordinating activities for their division and manages appointment schedules including meeting set-up and logistics.

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SUPERVISORY RESPONSIBILITIES: May supervise interns.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: One (1) year of relevant experience.

Knowledge: Thorough knowledge of a broad range of administrative procedures such as office practices, systems and policies. General knowledge of personal computers in a Windows environment, and computer file maintenance. Knowledge of word processing, spreadsheet, e-mail management and related software. Proficiency with standard (MS Office) computer spreadsheet, word processing, database management and other office administration software.

Skills and Abilities: Provide varied, responsible and confidential office administrative assistance; learn, interpret and apply policies and procedures; organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction; work in a demanding environment with changing priorities and deadlines; use discretion with confidential materials and information. Requires considerable ability to organize and carry out projects with minimal instruction; make sound work decisions in accordance with rules, regulations, policies and procedures; compose concise, factual and grammatically correct business correspondence and reports maintain a wide variety of office records and reports of some complexity; maintain a record-keeping system; operate and troubleshoot standard office equipment including but not limited to personal computers, copiers and postage machines; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

CAPITAL PROJECTS DIVISION

Administrative Engineer

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Administrative Engineer supports the development of and facilitates and oversees delivery of Transportation Authority-programmed (local, state and federally funded) transportation projects through the design and construction phases. This position provides oversight and project controls for capital projects and select programs within the Transportation Authority, performs technical analyses and interacts with a variety of public agency staff, advocates and private stakeholders.

Reports to: Deputy Director of Capital Projects

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Creates and manages detailed project information related to project schedule, scope and cost for submittal to project managers.
- Analyzes and forecasts project costs; as well as develops, prepares and collects scope, schedule and cost data for monthly project reports.
- Reports project cost and schedule status to management for internal reviews as well as analyzing cost variances and recommending corrective actions for capital projects.
- Reviews and analyzes periodic project reports and reimbursement requests to determine appropriate payments on construction projects; make recommendations for payment and corrective actions as necessary.
- Provides general project controls assistance to other Transportation Authority Divisions, external agencies and the public.
- Provides input to the Transportation Authority's Strategic Plan, annual report, countywide transportation plan, strategic analysis reports and other special studies, including programming and project delivery.
- Coordinates with federal, state and local agencies on project planning, design and construction.
- Conducts field visits to evaluate site conditions and project progress.
- Prepares or assists with preparation of Board memoranda and official Transportation Authority correspondence, and presents before management, the Transportation Authority's Citizens Advisory Committee, and other external agencies.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

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MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in an appropriate discipline such as civil or transportation engineering and progressively responsible experience in transportation project/program management and project controls. Three (3) years of progressively responsible experience in transportation project and/or program management and project controls is required. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of principles, practices and techniques of project and program management and project controls for capital projects; regulatory requirements and guidelines associated with obligation and expenditure of local, regional, state and federal transportation funds for capital projects; standard cost estimates and value engineering techniques; standard transportation engineering principles and methods; consultant contract preparation and oversight of consultant contracts for professional services; database management techniques; proficiency with standard computer spreadsheet, word processing, and presentation software; advanced knowledge of transportation engineering principles, techniques and methods, critical path management techniques; and capital project development phases. Excellent knowledge of engineering controls, cost control, and project reporting. Knowledge of procurement/contracts, construction management and document control.

Skills and Abilities: Ability to develop and assist with implementation of an effective capital project and program monitoring plan to ensure timely and cost effective project delivery; familiarity with project scheduling applications; ability to collect, analyze and interpret data pertaining to capital planning issues using appropriate methods and statistical techniques; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$xxx.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

CAPITAL PROJECTS DIVISION

Assistant Deputy Director for Capital Projects

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Assistant Deputy Director assist in the management of the Capital Projects Division, the oversight of delivery of large capital projects and select programs within the Transportation Authority's Program of Projects and manages delivery of select capital projects for which the Transportation Authority has direct delivery responsibilities, with activities ranging from the environmental phase through design and construction of the project. This position manages multiple projects, performs technical analyses and interacts with a variety of public agency staff, advocates and private stakeholders.

Reports to: Deputy Director for Capital Projects

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, directs, and supports capital project development in order to ensure timely and cost-effective delivery of large capital projects and select Transportation Authority programs and funding initiatives.
- Provides project delivery support to project sponsors responsible for implementing large capital projects and select programs within the Transportation Authority's Program of Projects, and is responsible for in-house and contract engineering and design personnel engaged in large capital project and select programs support and development, and in project delivery support activities
- Monitors project oversight and project controls activities for select Transportation Authority programs and funding initiatives. Monitors project management and delivery to aid in programming decisions. Develops and implements strategies in partnership with project sponsors to assure projects are delivered timely and per scope and budget parameters.
- Responsible for technical input on capital projects, as needed to support development and updates to the Countywide Transportation Plan, other Transportation Authority and outside agency plans, studies and programming efforts.
- Directs the preparation and maintenance of project schedules, budgets, and quality control objectives.
- Makes recommendations to the Deputy Director on all capital project related matters and assists in fielding inquiries from Board members. Provides timely communication of project status and issues to the Executive Director and maintains technical and administrative control of capital project development and support.
- Coordinates with federal, state, and local agencies during project funding conceptualization, design, and implementation, and ensures compliance with any pertinent administrative requirements.
- Reviews production of grants, contracts, memorandums, and correspondence prepared by the division.
- Develops and manages annual work plan for Division and establishes work activity priorities and staff assignments.

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- Prepares Board memoranda and official Transportation Authority correspondence, and presents before management, the Transportation Authority Board, and other external agencies.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.

SUPERVISORY RESPONSIBILITIES: Supervises Senior and Administrative Engineers. May supervise external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in Transportation Planning, Civil, Transportation Engineering or related field, and a State of California professional engineering license is required. Six (6) years of progressively responsible experience in transportation project and program management required, including at least two (2) years of demonstrated staff management experience. An equivalent combination of education and experience is acceptable.

Knowledge: Advanced knowledge of principles, practices, and techniques of project and program management for capital projects; regulatory requirements and guidelines associated with obligation and expenditure of local, regional, state and federal transportation funds for capital projects; standard cost estimation and value engineering techniques; standard transportation planning principles and methods; consultant contract preparation and oversight of consultant contracts for professional services; database management techniques; and proficiency with standard computer spreadsheet, word processing and presentation software.

Skills and Abilities: Ability to implement an effective capital project and program monitoring plan to ensure timely and cost-effective project delivery; familiarity with project scheduling applications; ability to analyze and interpret data pertaining to capital planning issues using appropriate methods and statistical techniques; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

PLANNING DIVISION

Assistant Deputy Director for Planning

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Assistant Deputy Director for Planning has full responsibility for larger planning studies and assists the Deputy Director in managing the division.

Reports to: Deputy Director for Planning

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Designs and conducts complex technical planning studies. Collects, analyzes and interprets transportation data, designs surveys, develops long-range transportation planning priorities, summarizes data and prepares reports, and reviews transportation model inputs and outputs.
- Performs project management for large planning and corridor studies. Duties include developing proposals; recommending consultant selection; developing and tracking project budget, scope and performance measures; grant application and management; managing consultant and Transportation Authority staff team; reviewing and reporting on study progress and deliverables; corresponding with agency partners; and develop and implement public outreach plans.
- Develops and tracks project budgets, scope and performance measures; applies for and administers multiple planning grants; selects and manages consultants and contracts; facilitates technical and outreach meetings; reviews and reports on study progress and deliverables; corresponds with partnering agencies.
- Represents the Transportation Authority in federal, regional, state and local transportation task forces, professional associations and technical and policy advisory groups. Reviews and comments on relevant transportation plans and studies produced by other agencies.
- Reviews production of grants, contracts, memorandums, and correspondence prepared by the division.
- Provides general planning assistance to Deputy Director for Planning and other Divisions, including reviewing and commenting on studies, and providing input into the Countywide Transportation Plan, the Congestion Management Program, 5-Year Prioritization Program and Strategic Plan.
- Develops and manages annual work plan for division and establishes work activity priorities and staff assignments.
- Prepares board memoranda and official Transportation Authority correspondence; makes presentations to the Transportation Authority Board and may represent the Transportation Authority before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.

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- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.

SUPERVISORY RESPONSIBILITIES: Supervises a Transportation Planner. May supervise Senior Transportation Planners and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as transportation planning, public policy or civil engineering; and six (6) years of progressively responsible experience in transportation planning, programming or funding, including at least two (2) years of demonstrated staff management experience. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Knowledge of basic research methods and database management techniques; proficiency with standard computer spreadsheet, word processing, presentation and internet software; statistical and computational analysis principles and methods; advanced knowledge of transportation planning principles, techniques and methods; transportation funding and finance; and capital project development phases.

Skills and Abilities: Ability to collect, analyze and interpret data pertaining to transportation planning and programming of funds, information on transportation issues and related legislation using appropriate methods and statistical techniques; design surveys; develop long-range transportation planning priorities; identify project goals and performance measures; oversee and manage projects and consultants; facilitate meetings; summarize and present data and prepare written reports and recommendations, and outreach materials; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

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**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

POLICY AND PROGRAMMING DIVISION

Assistant Deputy Director for Policy and Programming

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Assistant Deputy Director for Policy & Programming has full responsibility for larger projects and programs and assist the Deputy Director in managing the division.

Reports to: Deputy Director for Policy & Programming

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and implements policies, procedures and funding recommendations for internally administered grant programs.
- Develops policy and programming recommendations for federal, state, and regional fund sources. Provides corresponding project delivery support including monitoring timely use of fund deadlines; assisting project sponsors with technical, planning, and administrative issues; and performs other tasks intended to facilitate project implementation and preservation of discretionary funds for San Francisco.
- Develops policies, funding strategies and legislation to advance the Transportation Authority goals and objectives, including research and analytical support, advocacy before governmental agencies and community outreach.
- Provides policy, programming and funding input into the development of the Transportation Authority's various programs and plans including, but not limited to, the Countywide Transportation Plan, the Congestion Management Program, 5-Year Prioritization Programs and Strategic Plans.
- Negotiates and resolves complex funding issues and policy challenges with federal, state, and regional transportation funding agencies and San Francisco project sponsors. Leads or assists in the development and negotiation of agreements with other agencies, as required by the Deputy Director for Policy & Programming.
- Develops and manages annual work plan for division and establishes work activity priorities and staff assignments.
- Prepares Board memoranda and official Transportation Authority correspondence, and presents before management, the Transportation Authority Board, and other external agencies.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.

SUPERVISORY RESPONSIBILITIES: Supervises Transportation Planners. May supervise Senior Transportation Planners and external consultant teams.

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MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as transportation planning, public policy or civil engineering; and six (6) years of progressively responsible experience in transportation planning, programming or funding, including at least two (2) years of demonstrated staff management experience. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of basic research methods and database management techniques; proficiency with standard computer spreadsheet, word processing, presentation and internet software; statistical and computational analysis principles and methods; advanced knowledge of transportation planning principles, techniques and methods; transportation funding and finance; and capital project development phases.

Skills and Abilities: Ability to collect, analyze and interpret data pertaining to transportation planning and programming of funds, information on transportation issues and related legislation using appropriate methods and statistical techniques; design surveys; develop long-range transportation planning priorities; identify project goals and performance measures; oversee and manage projects and consultants; facilitate meetings; summarize and present data and prepare written reports and recommendations, and outreach materials; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

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**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution 19-XX**



Job Description

CAPITAL PROJECTS DIVISION

Associate Engineer

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Associate Engineer supports the development of and facilitates and assists in the delivery of Transportation Authority-programmed (local, state and federally funded) transportation projects through the design and construction phases. This position manages multiple projects, performs technical analyses and interacts with a variety of public agency staff, advocates and private stakeholders.

Reports to: Deputy Director of Capital Projects

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides oversight and management for smaller projects or assists with larger projects and project controls for select Transportation Authority programs and funding initiatives in order to ensure timely and cost-effective project delivery.
- Provides technical input on capital projects as needed to support development and updates to the Countywide Transportation Plan, other Transportation Authority and outside agency plans, studies and programming efforts.
- Represents the Transportation Authority on technical advisory groups and assists with other tasks.
- Develops, negotiates and recommends or confers as appropriate to the Deputy Director the approval of contracts and cooperative agreements with other governmental agencies, consultants and private contractors, as needed, and is responsible for monitoring their implementation.
- Coordinates with federal, state, and local agencies during project conceptualization, design, and implementation, and ensures compliance with any pertinent administrative requirements.
- Prepares board memoranda and official Transportation Authority correspondence; makes presentations to the Transportation Authority Board and may represent the Transportation Authority before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in an appropriate discipline such as civil or transportation engineering and progressively responsible experience in transportation project/program

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management, including bicycle and pedestrian facilities and streets and roads. A State of California professional engineering license is required experience in delivering multi-modal projects, particularly completing an environmental review and project approval process (EIR/EIS) for transportation projects is desirable, and one (1) year of responsible experience in transportation project and/or program. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of principles, practices and techniques of project and program management for capital projects; regulatory requirements and guidelines associated with obligation and expenditure of local, regional, state and federal transportation funds for capital projects; standard cost estimates and value engineering techniques; standard transportation engineering principles and methods; consultant contract preparation and oversight of consultant contracts for professional services; database management techniques; proficiency with standard computer spreadsheets, word processing and presentation software; and advanced knowledge of transportation engineering principles, techniques and methods and capital project development phases.

Skills and Abilities: Ability to develop and assist with implementation of an effective capital project and program monitoring plan to ensure timely and cost effective project delivery; familiarity with project scheduling applications; ability to collect, analyze and interpret data pertaining to capital planning issues using appropriate methods and statistical techniques; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution 19-XX**



Job Description

OFFICE OF THE EXECUTIVE DIRECTOR

Chief Deputy Director

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Chief Deputy Director assists and participates in planning, organizing, directing and facilitating the operations and activities of the Transportation Authority, and provides a wide range of professional support and executive level policy counsel to the Executive Director. This position stands in, as needed, for the Executive Director and other Deputy Directors.

Reports to: Executive Director

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with identification of agency goals and priorities and coordination of division work programs and strategic initiatives across the agency; provides guidance to staff on politically sensitive issues, presentation strategy, technical and procedural issues; reviews agency products before release; and stands in for the Executive Director, as needed.
- Provides highly responsive executive support to the Board and Citizen Advisory Committee. Manages preparation of Board and Citizens Advisory Committee packets, including review of materials, and coordinates associated briefings.
- Oversees the development of policies, funding strategies and legislation to advance Transportation Authority goals and objectives, including research and analytical support, advocacy before governmental agencies, and community outreach.
- Maintains collaborative relationships with policymakers, stakeholders and other public agencies. Leads or assists in the development and negotiation of agreements with other agencies, as required by the Executive Director.
- Negotiates and resolves complex funding issues, with federal, state, and regional transportation agencies and San Francisco project sponsors.
- Helps formulate and implement agency management policies, procedures and work standards and assists in the development, preparation and modification of short- and long-range agency plans, programs and strategies.
- Represents agency on external committees and at meetings. Presents before management, the Transportation Authority Board, other external agencies, and the public.
- Leads development of the Transportation Authority's annual report.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.

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SUPERVISORY RESPONSIBILITIES: Supervises the Clerk of the Board. May supervise other staff below the Deputy Director level and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as transportation planning or civil engineering or related field is required. Eight (8) years of progressively responsible experience in transportation planning, programming, project delivery, funding allocation and legislative processes with at least three (3) years in a management role. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Advanced knowledge of principles, techniques and methods of transportation planning and capital project development, including familiarity with transportation funding, finance and project delivery issues. Advanced knowledge of legislative processes. Proficiency with standard computer spreadsheet, word processing, database management and presentation software.

Skills and Abilities: Ability to develop, manage, review and evaluate scope, schedule, budget (including staff and other resource needs) for planning and policy studies, program oversight, and related efforts. Familiarity with professional procurement processes, grants management, billing and invoicing. Strong project and program management skills, including consultant contract oversight. Ability to facilitate meetings, develop and oversee outreach strategies, and conduct policy analysis. Skill in collecting, analyzing and interpreting data and information pertaining to programming transportation funds, transportation planning and policy issues, and legislation. Strong public presentation skills and public speaking for a wide variety of audiences, including elected officials, the public and technical staff. Advanced writing and editing skills for a variety of communications media.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

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**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution 19-XX**



Job Description

OFFICE OF THE EXECUTIVE DIRECTOR DIVISION

Clerk of the Board

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Clerk of the Board assists with the scheduling of Board and Committee meetings, preparation of Board packet materials, liaison activities with Board staff, and administrative matters involving sensitive and confidential information as it pertains to Transportation Authority's Board of Commissioners.

Reports to: Chief Deputy Director

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares minutes and Board and Committee agendas, obtains timely approval of agendas by Board and Committee Chairs, and maintains current distribution lists for Board packet mailings, and filing systems for Board resolutions and other documents. Assists in facilitating and managing Board requests, including logging and tracking requests until issue resolution.
- Coordinates Citizens Advisory Committee Meetings, including meeting logistics and management, and member attendance tracking. Respond to Citizens Advisory Committee members' requests and helps on-board and orientate new members. Drafts resolutions and memorandums and Citizen Advisory Committee memorandum as needed.
- Maintains and annually updates various agency policies, which may include coordination with legal counsel.
- Maintains and regularly updates agency website and other outreach materials as needed.
- Responsible for legislative coordination with the City and County of San Francisco's Board of Supervisors, tracks on a weekly basis all transportation and land use-related legislation processed by the Board of Supervisors and other relevant agencies such as the San Francisco Municipal Transportation Agency.
- Assists with and manages all general correspondence and public information requests.
- Assists with the production or coordination of the Transportation Authority Annual Report.
- Provides administrative and scheduling support for the Chief Deputy Director as needed.
- Serves as back-up for the Executive Assistant or Administrative Assistant at the front office desk as needed.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in an appropriate discipline and two (2) years of relevant experience or an equivalent combination of education and experience.

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Knowledge: Thorough knowledge of a broad range of administrative procedures such as office practices, systems and policies; public and state board meeting procedures. General knowledge of personal computers in a Windows environment and computer file maintenance. Proficiency with e-mail, standard computer spreadsheet, word processing, database management, and presentation software.

Skills and Abilities: Good written and oral communication skills. Ability to handle deadlines and time-sensitive requests. Ability to collect, synthesize, and analyze a wide variety of information; work with authority and efficiency to identify and define problems, determine methodology, evaluate data, make recommendations with appropriate justification and develop/implement a plan of action; establish and maintain effective communication with senior management, officials, other Transportation Authority staff, or other agencies; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

OFFICE OF THE EXECUTIVE DIRECTOR DIVISION

Communications Officer

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Communications Officer assists with designing, planning, and implementing the Transportation Authority's agency-wide and project-specific communications, including marketing, media relations, and public relations projects and programs.

Reports to: Executive Director

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategic Communications:

- Assists in providing communications and messaging support to Transportation Authority's Board of Commissioners and Transportation Authority management team, in conveying the mission, goals, and role of the agency to the public.
- Collaborates with others in developing and leading implementation of the Transportation Authority's communications plans and policies, including branding, messaging, and operating standards and protocols. Provides support to Board leadership, coordinating with partner agencies and community organizations.
- Cooperates in the development and dissemination of key messages for the Transportation Authority and agency-wide communication initiatives; plans and develops paper and electronic publications and other communications, including talking points, brochures, newsletters, annual reports, press releases, social media posts, advertisements, and publications; collaborates in overseeing design, production, printing, and distribution of all print and electronic materials.
- Provides assistance in reviewing and leading quality control for key agency materials, reports, and communications.
- Aids in establishing and developing new avenues of communication with the public and community groups; support ongoing communication and cooperation with community organizations and associations, including ethnic, low-income, or other hard-to-reach groups, served by the Transportation Authority.

Community and Media Relations:

- Contributes to building and maintaining relationships with media and editorial contacts, agency partners and stakeholders, including a broad range of civic, neighborhood, and advocacy organizations.

Agency Operational Support:

- Provides assistance in communications guidance and support to Transportation Authority staff and project managers: reviewing major deliverables and outreach materials; researching and advising on emerging and

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innovative outreach and public involvement techniques applicable to planning or project development activities; and facilitating staff training, as needed.

- Supports management team and Clerk of the Board in management of the Transportation Authority's Board operations, agency work program, and special projects; providing support to Clerk or project managers, in communication with the agency's various Citizens Advisory Committee members; and assisting with responses to public information requests and inquiries.
- Supports management team and staff with legislative and governmental affairs, as needed.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in appropriate disciplines, such as public relations, journalism marketing, communications, or a closely related field from an accredited university is required. One (1) year of experience in coordinating communications and marketing, media relations, and/or community outreach programs. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of principles and practices of communications and marketing, media relations, public speaking, and community engagement programs. Basic principles and practices of graphic design and print production, including an understanding of design concepts and application. Knowledge of principles, practices, and techniques in using social media tools and applications.

Skills and Abilities: Strong writing, public presentation skills, and public speaking for a wide variety of audiences, including elected officials, technical staff, and the public; advanced writing and editing skills for a variety of communications media, including memoranda, reports, resolutions, plans, and outreach materials; basic design and graphics expertise; strong project, program, and relationship-building skills; stakeholder and crisis management skills, including consultant contract oversight; ability to work effectively under stressful situations involving tight deadlines, as well as confrontation and conflict; plan, research, organize, coordinate, and implement a variety of communications and marketing, media relations, and community outreach related activities and programs; operation of modern office equipment, including computer equipment and specialized software applications; and proficiency with social media platforms, including Twitter, Facebook, Instagram; and basic knowledge of content management systems such as MailChimp, Drupal, etc.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

FINANCE & ADMINISTRATION DIVISION

Controller

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Accountant Series in the Finance & Administration Division includes three levels of professional Accountants who process payroll, accounts payable, and accounts receivable, performs account reconciliations, prepares budgets and invoices used in billing federal, state and local agencies, handles cash management functions and assists in preparing supplemental schedules to support financial statements. The Controller plans, directs, coordinates, and manages the financial reporting, cash management, accounts payable, and payroll functions and collaborates in the accounts receivable and budget coordination.

Reports to: Deputy Director for Finance and Administration

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, and manages the fiscal and accounting activities consistent with established and accepted governmental accounting principles and practices, in sufficient detail to produce adequate cost, financial, and statistical data for management purposes.
- Directs the structure, development and maintenance of the enterprise resources management system. Establishes and maintains appropriate administrative and accounting policies, services, structures, controls and reporting systems. Collaborates with Policy and Programming division staff to ensure financial data interfaces other reporting systems.
- Directs and/or personally manage the monthly and year-end closing and reporting process. Reviews monthly, adjusting, and year-end adjustments. Oversees and reviews the general ledger, account reconciliations, and project module reconciliation to ensure data sync between modules.
- Oversees all vendor payments and Prop K sponsor's reimbursement activities. Manages all bank accounts, payments and transfer activities.
- Oversees all payroll activities including staff reimbursements, maintenance of control and subsidiary payroll records involving various salary withholding taxes, health insurance deductions, deferred compensation, etc.
- Oversees the preparation of actuarial studies and indirect cost allocation plan. Coordinates financial audits and acts as liaison to auditors.
- Oversees the monitoring for debt compliance and quarterly and annual reporting.
- Assists with the development of the annual work plan for the division.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.

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SUPERVISORY RESPONSIBILITIES: Supervises Staff and Senior Accountants. May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in a related field such as accounting, public administration or public finance with concentration in business. Five (5) years of progressively responsible experience in public, governmental or private sector accounting and certification as a Certified Public Accountant (CPA) is required. An equivalent combination of education and experience is accept

Knowledge: Knowledge of accounting and finance principles, methods, and applications, including generally accepted governmental accounting principles and government accounting standards (GAAFR, GAAP and GASB); revenue collection and management; principles and techniques of governmental organization and management; principles and techniques of financial/fiscal analysis and budgeting; principles and techniques of economic and policy analysis; application of statistical and other analytical methods; principles involved in the development and implementation of complex systems and procedures. Ability to design, establish, and supervise the maintenance of governmental accounting and financial systems; interpret applicable laws and regulations and determine fiscal impact; analyze a variety of complex problems and independently develop alternative solutions. Advanced proficiency with standard computer spreadsheet, word processing, database management and other office accounting and administration software.

Skills and Abilities: Ability to effectively administer, plan organize and direct a comprehensive accounting and finance system, i.e., Microsoft Dynamic AX accounting software, or software of a similar degree of complexity in a government agency and maintain an effective financial controls system; analyze and evaluate complex financial and fiscal problems and recommend effective solutions; collect, synthesize, and analyze a wide variety of information; conduct difficult analytical studies involving complex administrative and financial systems and procedures; work with authority and efficiency to identify and define problems, determine methodology, evaluate data, make recommendations with appropriate justification and develop/implement a plan of action; negotiate effectively; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution 19-XX**



Job Description

CAPITAL PROJECTS DIVISION

Deputy Director

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city. In 2014, the Transportation Authority was designated as the Treasure Island Mobility Management Agency (TIMMA) to develop a transportation plan to serve residents, businesses, and visitors of Treasure Island and Yerba Buena Island. TIMMA is working to help make Treasure Island a diverse, sustainable, and family-friendly transit-oriented community.

SUMMARY

The Deputy Director for Capital directs the oversight of delivery of large capital projects and select programs within the Transportation Authority's Expenditure Plan and manages delivery of select capital projects for which the Transportation Authority has direct delivery responsibilities, with activities ranging from the environmental phase through design and construction of the project. The Deputy Director also assists and participates in planning, organizing and facilitating the activities of the Transportation Authority, and providing a wide range of professional support and executive level policy counsel to the Executive Director and Chief Deputy Director. May serve as the Executive Director for TIMMA.

Reports to: Executive Director

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees project delivery support to project sponsors responsible for implementing large capital projects and select programs within the Transportation Authority's Program of Prop K Projects, and is responsible for in-house and contract engineering and design personnel engaged in large capital project and select programs support and development, and in project delivery support activities.
- Develops and implements strategies in partnership with project sponsors to assure projects are delivered timely and per scope and budget parameters.
- Develops and implements strategies related to the design, management, construction, and delivery of Transportation Authority projects; directs the preparation and maintenance of project schedules, budgets, and quality control objectives.
- Coordinates with federal, state, and local agencies during project funding conceptualization, design, and implementation, and ensures compliance with any pertinent administrative requirements.
- Responsible for technical input on capital projects, as needed to support development and updates to the Countywide Transportation Plan, other Transportation Authority and outside agency plans, studies and programming efforts.
- Provides recommendations to the Executive Director on all capital project related matters, and assists the Executive Director in fielding inquiries from Board members.

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- Develops, negotiates and recommends to the Executive Director the approval of contracts and cooperative agreements with other governmental agencies, consultants and private contractors, as needed, and is responsible for monitoring their implementation.
- Reviews Board memoranda and official Transportation Authority correspondence; makes presentations to the Board and Committees and may represent the Executive Director before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.
- Develops and manages annual work plan for the division and establishes work activity priorities and staff assignments.
- May serve as the Executive Director for TIMMA; plans, organizes and provides administrative direction and oversight for all TIMMA functions and activities, provides policy guidance and program evaluation to the Board and management staff; encourages and facilitates provision of services to stakeholders, fosters cooperative working relationships with state and local intergovernmental and regulatory agencies and various public and private groups.

SUPERVISORY RESPONSIBILITIES: Supervises Assistant Deputy Director, Principal Engineer, TIMMA Program Manager and external consultant teams.

MINIMUM QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in civil or transportation engineering or related field, and an active State of California professional engineering license is required. Eight (8) years of progressively responsible experience in transportation project and program management required, with at least three (3) years in a management role. An equivalent combination of education and experience is acceptable.

Knowledge: Advanced knowledge of principles, practices, and techniques of project and program management for capital projects; regulatory requirements and guidelines associated with obligation and expenditure of local, regional, state and federal transportation funds for capital projects; standard cost estimation and value engineering techniques; standard transportation planning principles and methods; consultant contract preparation and oversight of consultant contracts for professional services; database management techniques; and proficiency with standard computer spreadsheet, word processing and presentation software.

Skills and Abilities: Ability to implement an effective capital project and program monitoring plan to ensure timely and cost-effective project delivery; familiarity with project scheduling applications; ability to analyze and interpret data pertaining to capital planning issues using appropriate methods and statistical techniques; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution 19-XX**



Job Description

FINANCE & ADMINISTRATION DIVISION

Deputy Director

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Deputy Director for Finance and Administration manages the Transportation Authority's accounting, finance and administrative support functions, including financial systems, capital finance, budgeting, investments, procurement, contracting and human resources. The Deputy Director also assists and participates in planning, organizing and facilitating the activities of the Transportation Authority, and providing a wide range of professional support and executive level policy counsel to the Executive Director and Chief Deputy Director.

Reports to: Executive Director

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees the financial management functions and accounting activities of the Transportation Authority; exercises supervision and coordination of fiscal activities to ensure conformance with policies and goals; oversees and participates in the preparation and maintenance of financial, business and related records and reports, including the annual and mid-year budgets and audits; reviews revenue and expenditure accounts; performs risk management functions; prepares reports, audits and analytical studies on operations; reviews, develops, and implements policies and procedures for the Transportation Authority's fiscal activities to ensure consistency among all divisions, and compliance with prevailing legislation and regulations.
- Directs or personally performs all human resource activities; develops and recommends changes to compensation structures, personnel policies, manuals and protocols; directs or personally administers the Authority benefits program, including advising and counseling staff, researching and recommending benefits changes, and negotiating with third-party providers; directs maintenance of personnel records and transactions. Demonstrates knowledge of equal employment opportunity policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; and builds a diverse workforce.
- Directs or personally performs all capital finance and debt program activities; manages the development and implementation of debt issuance strategies, policies and programs; recommends the selection, and directs and oversees financial advisors, bond counsel, investment bankers and others. Oversees the Transportation Authority's cash management and investment functions and recommends updates to the investment policies as necessary; ensures compliance to optimize returns and manage risk. Collaborates with Deputy Director for Policy & Programming to identify financing needs for the sales tax program.
- Oversees all procurement and contracting activities, including negotiating office space and equipment leases. Disadvantaged Business Enterprise (DBE) and Local Business Enterprise (LBE) Program; external agencies and the public, including reviewing and commenting on grant and funding submittals, procurement and contracting processes. Acts as officer of records of the Transportation Authority.

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- Provides general fiscal and risk management input into the development of the Transportation Authority's various programs and plans, including, but not limited to, the Countywide Transportation Plan, Congestion Management Program Capital Improvement Plan, Strategic Plan Updates and 5-Year Prioritization Programs.
- Reviews Board memoranda and official Transportation Authority correspondence; makes presentations to the Board and Committees and may represent the Executive Director before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.
- Develops and manages annual work plan for the division and establishes work activity priorities and staff assignments.

SUPERVISORY RESPONSIBILITIES: Supervises the Controller and Principle Management Analyst, Administrative Assistants and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in an appropriate discipline such as public or business administration, finance, accounting or a closely related field from an accredited university is required. Eight (8) years of progressively responsible experience in financial and/or administrative management is required, with government experience preferred, including directing and overseeing the maintenance of accounting and financial records, preparation of financial statements and human resources management. At least three (3) years must be in a supervisory or managerial role. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of principles, techniques and methods of public sector financial management and accounting; budget development analysis and reporting techniques; command of guidelines and regulations pertaining to the appropriation and expenditure of funds and audit requirements for state and federal grants, solid understanding of investment and debt management principles and practices; command of personnel and benefits programs regulations; considerable knowledge of principles and techniques of organizational development, staffing and management, including governmental operations, budget and fiscal administration; principles of supervision, training, employee development and motivation, as well as effective discipline.

Skills and Abilities: Ability to effectively administer, plan, organize and direct a comprehensive business and fiscal unit in a government agency, and maintain an effective financial controls system. Analyze and evaluate complex financial and fiscal problems and recommend effective solutions. Collect, synthesize, and analyze a wide variety of information; conduct difficult analytical studies involving complex administrative and financial systems and procedures; work with authority and efficiency to identify and define problems, determine methodology, evaluate data, make recommendations with appropriate justification and develop/implement a plan of action; negotiate effectively; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution 19-XX**



Job Description

PLANNING DIVISION

Deputy Director

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Deputy Director for Planning manages the Planning Division staff and activities, including transportation planning and policy studies. The Deputy Director also assists and participates in planning, organizing and facilitating the activities of the Transportation Authority, and provides a wide range of professional support and executive level policy counsel to the Executive Director and Chief Deputy Director.

Reports to: Executive Director

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Leads, oversees and assigns planning and policy studies; provides oversight, quality control, technical and procedural guidance to staff, and assists with resolving operational and procedural problems. Develops and supports development of purpose, scope, schedule and budget for related efforts.
- Leads or oversees development of Countywide Transportation Plan. Provides input into the development of other Transportation Authority plans and programs including, but not limited to the Congestion Management Program and related biennial multimodal performance monitoring, corridor and station area planning studies, 5-Year Prioritization Programs and Strategic Plan updates.
- Applies for and administers planning grants; selects and manages consultants and contracts; facilitates technical and outreach meetings and maintains contacts with peers from federal, state and regional agencies, include Transportation Authority sponsor agencies and staffs of elected local, regional, state and federal officials.
- Provides policy, planning and public outreach support for other Transportation Authority-led efforts, including but not limited to fund programming and grant evaluation, capital project development, legislative activities, transportation data analysis, and scoping of neighborhood transportation plans.
- Negotiates and resolves complex planning and policy issues with federal, state and regional transportation planning agencies and San Francisco project sponsors. Leads or assists in the development and negotiation of agreements with other agencies, as required by the Executive Director.
- Represents the Transportation Authority in federal, regional, state and local transportation task forces, professional associations and technical and policy advisory groups. Reviews and comments on relevant transportation plans and studies produced by other agencies.
- Provides recommendations to the Executive Director on all planning related matters and assists the Executive Director in fielding inquiries from Board members.

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- Develops, negotiates and recommends to the Executive Director the approval of contracts and cooperative agreements with other governmental agencies, consultants and private contractors, as needed, and is responsible for monitoring their implementation.
- Reviews Board memoranda and official Transportation Authority correspondence; makes presentations to the Board and Committees and may represent the Executive Director before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.
- Develops and manages annual work plan for the division and establishes work activity priorities and staff assignments.

SUPERVISORY RESPONSIBILITIES: Supervises Assistant Deputy Director for Planning, Principal Planners and Senior Planners. May supervise transportation planners and external consultants.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as transportation planning, public policy or civil engineering or related field is required. Eight (8) years of progressively responsible experience in transportation planning with at least three (3) years in a management role. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Advanced knowledge of principles, techniques and methods of transportation planning; public policy development, transportation systems management and conceptual design (transit, pedestrian, bicycle and parking); advance knowledge of transportation fund sources and programming processes; GIS and other database methods. Advanced proficiency with standard computer spreadsheet, word processing, database management and presentation software.

Skills and Abilities: Ability to develop, manage, assign, direct, review and evaluate manage scope, schedules and budget for planning and policy studies, as well as staffing and support needs for own section, including familiarity with professional procurement processes, grants management, billing and invoicing. Strong project and program management skills, including consultant contract oversight for planning and policy studies; facilitate meetings; design public workshops and other outreach strategies; review transportation model inputs and outputs; design surveys and perform data analysis; conduct policy analysis and long-range planning; summarize data and prepare written reports and recommendations. Advanced presentation, writing and editing skills for a variety of communications media, including memoranda, technical reports, resolutions, plans and outreach materials.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution 19-XX**



Job Description

POLICY & PROGRAMMING DIVISION

Deputy Director

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Deputy Director for Policy & Programming manages Policy & Programming Division staff and activities, including policy, legislation, strategic financial planning, fund programming, project delivery oversight, and leads selected Board initiatives and activities. The Deputy Director also assists and participates in planning, organizing and facilitating the activities of the Transportation Authority, and providing a wide range of professional support and executive level policy counsel to the Executive Director and Chief Deputy Director.

Reports to: Executive Director

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers San Francisco's half-cent transportation sales tax and other voter-approved fund programs including regional clean air funds and local vehicle registration fees. Facilitates the Transportation Authority's Congestion Management Agency role by coordinating and leveraging local funds with state, regional, Federal and private resources to deliver capital projects and programs.
- Leads development of long-range Strategic Plan and 5 Year Prioritization Program updates for the Transportation Authority's transportation sales tax and vehicle registration fee programs to support project and program delivery. Develops and implements policies, procedures and funding recommendations for internally administered grant programs.
- Collaborates with Deputy Director for Finance and Administration to identify financing needs for the sales tax program, support debt issuance, monitoring and compliance.
- Develops policy and programming recommendations for federal, state, and regional fund sources. Directs corresponding project delivery support and project control activities including monitoring timely use of fund deadlines; assisting project sponsors with planning, technical and administrative issues; and performs other tasks intended to facilitate project implementation and preservation of discretionary funds for San Francisco.
- Develops policies, funding strategies and legislation to advance the Transportation Authority goals and objectives, including research and analytical support, advocacy before governmental agencies and community outreach.
- Negotiates and resolves complex funding issues and policy challenges with federal, state, and regional transportation funding agencies and San Francisco project sponsors. Leads or assists in the development and negotiation of agreements with other agencies, as required by the Executive Director.
- Provides policy, programming and funding input into the development of the Transportation Authority's various programs and plans including, but not limited to, the Countywide Transportation Plan and the Congestion Management Program.

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- Provides recommendations to the Executive Director on all policy and programming related matters and assists the Executive Director in fielding inquiries from Board members.
- Develops, negotiates and recommends to the Executive Director the approval of contracts and cooperative agreements with other governmental agencies, consultants and private contractors, as needed, and is responsible for monitoring their implementation.
- Reviews Board memoranda and official Transportation Authority correspondence; makes presentations to the Board and Committees and may represent the Executive Director before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.
- Develops and manages annual work plan for the division and establishes work activity priorities and staff assignments.

SUPERVISORY RESPONSIBILITIES: Supervises Assistant Deputy Director for Policy and Programming, Public Policy Manager, Principal Planners and Senior Planners. May supervise transportation planners and external consultants.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as transportation planning, public policy or civil engineering or related field is required. Eight (8) years of progressively responsible experience in transportation planning, fund programming, project delivery, funding allocation and legislative processes with at least three (3) years in a management role. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Advanced knowledge of principles, techniques and methods of transportation planning and capital project development, including familiarity with transportation funding, finance and project delivery issues. Advanced knowledge of legislative processes. Proficiency with standard computer spreadsheet, word processing, database management and presentation software.

Skills and Abilities: Ability to develop, manage, review and evaluate scope, schedule, budget (including staff and other resource needs) for planning and policy studies, program oversight, and related efforts. Familiarity with professional procurement processes, grants management, billing and invoicing. Strong project and program management skills, including consultant contract oversight. Ability to facilitate meetings, develop and oversee outreach strategies, and conduct policy analysis. Skill in collecting, analyzing and interpreting data and information pertaining to programming transportation funds, transportation planning and policy issues, and legislation. Strong public presentation skills and public speaking for a wide variety of audiences, including elected officials, the public and technical staff. Advanced writing and editing skills for a variety of communications media.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution 19-XX**



Job Description

TECHNOLOGY, DATA AND ANALYSIS DIVISION

Deputy Director

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Deputy Director for Technology, Data, and Analysis directs all activities related to technology and transportation data analysis within the Transportation Authority, including transportation modeling, data organization and analysis, Geographic Information Systems (GIS), and general information technology support and systems planning. The Deputy Director also assists and participates in planning, organizing and facilitating the activities of the Transportation Authority, and providing a wide range of professional support and executive level policy counsel to the Executive Director and Chief Deputy Director.

Reports to: Executive Director

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates, and directs research, design, development, and implementation of all technological services and information management. Assesses agency-wide technology needs and prioritizes technology investments. Provides general information technology, modeling and GIS support to internal and external contacts.
- Oversees maintenance, development and application of travel demand forecasting model and Geographic Information Systems (GIS) activities.
- Reviews project budgets, scope and performance measures; selects and manages consultants and contracts; facilitates technical and project meetings; reviews and reports on progress and deliverables; and corresponds with partnering agencies.
- Develops, implements, and maintains a set of standard operating environments for data, hardware, software, networks, documentation, and project management methodology;
- Negotiates and resolves complex planning and policy issues with federal, state and regional transportation agencies and San Francisco project sponsors. Leads of assists in the development and negotiation of agreements with other agencies, as required by the Executive Director.
- Represents the Transportation Authority in federal, regional, state and local transportation task forces, professional associations and technical and policy advisory groups. Reviews and comments on relevant transportation plans and studies produced by other agencies.
- Provides recommendations to the Executive Director on all technology, data and analysis related matters and assists the Executive Director in fielding inquiries from Board members.

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- Develops, negotiates and recommends to the Executive Director the approval of contracts and cooperative agreements with other governmental agencies, consultants and private contractors, as needed, and is responsible for monitoring their implementation.
- Reviews Board memoranda and official Transportation Authority correspondence; makes presentations to the Board and Committees and may represent the Executive Director before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.
- Develops and manages annual work plan for the division and establishes work activity priorities and staff assignments.

SUPERVISORY RESPONSIBILITIES: Supervises Principal and Senior Transportation Modelers. May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as transportation planning, civil engineering, computer science, information systems, geography, or related field is required. Eight (8) years of progressively responsible experience in transportation planning, travel demand forecasting or GIS analysis for transportation planning purposes, with at least three (3) years in a management role. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Advanced knowledge of principles, techniques and methods of transportation planning; activity-based travel model concepts and structures; intensive computer system administration and maintenance; environmental impact assessment process per California Environmental Quality Act guidelines; computer programming in Python and C++ languages; Citilabs TP+ travel forecasting software package capabilities; ArcGIS and open GIS platforms. Advanced understanding of data analysis techniques, and data management principles. Advanced knowledge of program and project management principles and techniques used in leading and supporting multiple information technology programs and projects.

Skills and Abilities: Ability to develop, manage, assign, direct, review and evaluate manage scope, schedules and budget for planning and policy studies, as well as staffing and support needs for own section, including familiarity with professional procurement processes, grants management, billing and invoicing. Strong project and program management skills, including consultant contract oversight for planning and policy studies; facilitate meetings; design public workshops and other outreach strategies; review transportation model inputs and outputs; design surveys and perform data analysis; conduct policy analysis and long-range planning; summarize data and prepare written reports and recommendations. Advanced presentation, writing and editing skills for a variety of communications media, including memoranda, technical reports, resolutions, plans and outreach materials.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution 19-XX**



Job Description

OFFICE OF THE EXECUTIVE DIRECTOR DIVISION

Director of Communications

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Director of Communications leads and manages all communications initiatives including integration and maintenance of agency communications assets and supports all divisions and project-level public outreach activities.

Reports to: Executive Director

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategic Communications:

- Oversees communications and messaging support to Board and Transportation Authority management team, in conveying the mission, goals and role of the agency to the public.
- Oversees implementation of the Transportation Authority's communications plans and policies, including branding, messaging and operating standards and protocols. Liaise with Board leadership, coordinates with partner agencies and community organizations and engage staff in initial plan development and subsequent updates and revisions.
- Develops and disseminates of key messages for the Transportation Authority; plans and develops paper and electronic publications and other communications materials, including talking points, brochures, newsletters, annual reports, press releases, advertisements, and publications; oversees design, production, printing, and distribution of all print and electronic materials.
- Oversees quality control for key agency materials, reports, and communications.
- Establishes and develops new avenues of communication with the general public and community groups; develops methods, techniques, and materials to establish and maintain ongoing communication and cooperation with community organizations and associations served by the Transportation Authority, including ethnic and low-income or other hard-to-reach groups.

Community and Media Relations:

- Directs agency-wide communications initiatives including marketing, media relations, community engagement programs and special events.
- Oversees all major agency communications assets including agency website and social media sites, marketing materials, and outreach and contacts databases.
- Builds and maintains relationships with media and editorial contacts; manages media list; responds to media inquiries and manages consultants and Transportation Authority staff as needed. Includes traditional as well as new/social media and ethnic and neighborhood level outlets and organizations.
- Builds and maintains relationships with agency partners and stakeholders including a broad range of civic, neighborhood and advocacy organizations.

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Agency Operational Support:

- Provides communications guidance and support to Transportation Authority staff and project managers; reviews major deliverables and outreach materials; researches and advises on emerging and innovative outreach and public involvement techniques applicable to planning or project development activities; and facilitate staff training as needed.
- Support management team and Clerk of the Board in management of the Transportation Authority's Board operations, agency work program and special projects; provide support to Clerk or project managers in communicating with the agency's various Citizens Advisory Committees; assist with responses to public information requests and inquiries.
- Supports management team and Policy and Programming Division with legislative and government affairs as needed.

SUPERVISORY RESPONSIBILITIES: Supervises the Graphics Designer, Senior Communications Officer and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in appropriate disciplines such as public relations, communications, business administration or a closely related field from an accredited university is required. Six (6) years of progressively responsible experience in coordinating communications and marketing, media relations, and/or community outreach programs. At least two (2) years must be in a supervisory or managerial role. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of principles and practices of communications and marketing, media relations, public speaking, and community engagement programs. Advance principles and practices of graphic design and print production, including an understanding of design concepts and application. Advance principles and practices of budget development, administration, and accountability. Knowledge of principles, practices, and techniques in using social media tools and applications.

Skills and Abilities: Strong writing, public presentation skills, and public speaking for a wide variety of audiences, including elected officials, technical staff, and the public; advanced writing and editing skills for a variety of communications media, including memoranda, reports, resolutions, plans, and outreach materials; basic design and graphics expertise; strong project, program, and relationship-building skills; stakeholder and crisis management skills, including consultant contract oversight; ability to work effectively under stressful situations involving tight deadlines, as well as confrontation and conflict; plan, research, organize, coordinate, and implement a variety of communications and marketing, media relations, and community outreach related activities and programs; operation of modern office equipment, including computer equipment and specialized software applications; and proficiency with social media platforms, including Twitter, Facebook, Instagram; and basic knowledge of content management systems such as MailChimp, Drupal, etc.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

OFFICE OF THE EXECUTIVE DIRECTOR DIVISION

Graphic Designer

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Graphic Designer is responsible for the development, implementation, and coordination of a wide variety of creative and complex graphic artwork for public information and promotional materials, website design and maintenance, and multimedia communications.

Projects include agency reports and fact sheets, document and email templates, infographics, charts, branding implementation, signage, web site design and maintenance, email newsletters and list maintenance, map templates, maintenance of the agency photo library, direct mail collateral, flyers, maps, posters, print ads, banners, slide presentations, displays, brochures, stationery, photography and photo correction, and specialty items.

Reports to: Director of Communications

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops, implements, and coordinates a wide variety of creative and complex graphic artwork for public information and promotional materials.
- Organizes and designs agency publications, including reports, fact sheets, and other collateral material, and makes editorial suggestions to improve and clarify the headline/body copy.
- Coordinates design projects with vendors such as outside designers, printers, photographers, illustrators, and other agencies.
- Coordinates printing of publications, selecting paper stock, printing and binding methods, and print vendors.
- Consults with other Transportation Authority staff requesting artwork to discuss preferences, methods of production, budgetary, scheduling, and production requirements.
- Maintains agency photo library, obtains photography from various outside sources, photographs projects and other subjects as necessary; manipulates images as necessary.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

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Training and Experience: Completion of a bachelor's degree in graphic design or a related field and; at least three (3) years of progressively responsible experience in producing graphic design for publication and the web, including production planning or closely related experience, that demonstrates the knowledge and ability to assume responsibility for most if not all of the graphic production cycle. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of Adobe Creative Cloud (Photoshop, InDesign, Illustrator) is a must. Knowledge of Apple and Windows computers and graphic software, including Microsoft Word and PowerPoint is a must. Knowledge of printing processes for multi-color, multi-page publications is a must.

Other areas of knowledge include:

- Art materials, equipment including various types and uses of paper and inks, bindery methods, and post office requirements;
- Principles and practices of photography;
- Understanding of web design principles and content management systems including Drupal; email platform Mailchimp;
- Production planning, and coordination;
- Principles and contemporary practices of the design of graphic publications and production techniques including new technology development;
- Effective graphic design advertising techniques of visual presentations, layout, and typography;
- Excellent organizational and writing skills;
- Advanced proficiency with standard computer spreadsheet, word processing, and other office administration software.

Skills and Abilities:

- Exercise creative skills in preparing a wide variety of creative and complex graphic artwork for public information and promotional materials;
- Plan, design, lay out, and create visual elements for marketing and public information materials, requiring research and interpretation of subject matter, from concept to delivery of material;
- Ability to maintain consistent agency branding across all projects; recommend methods of visual presentations including theme, style, and format;
- Work independently and creatively; organize and handle multiple projects simultaneously;
- Prepare a variety of technical art work such as map templates to illustrate planning concepts;
- Operate digital cameras and download, store, and manipulate images;
- Adhere to budgets for all design projects; estimate production costs, and determine design, colors and graphics in accordance with expenditure and scheduling limitations;
- Communicate clearly and effectively, both orally and in writing.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

FINANCE & ADMINISTRATION DIVISION

Management Analyst

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Management Analyst Series in the Finance & Administration Division includes three levels of professional Management Analysts who work on complex, sensitive, and detailed analytical work in the areas of financial/fiscal, administrative policy, contract administration, grants and budgets. The Management Analyst assists or participates in larger complex or has full responsibility for less complex processes.

Reports to: Principal Management Analyst

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with competitive contract vendor selection, conforming to federal, state, and Transportation Authority procurement and contracting policies, including placing advertisements and public notices for contracts; processes low to moderately complex contracts. Coordinates activities related to the competitive contract vendor selection process, including receipt and review of bids, and contract preparation. Assemble procurement and contract documents to granting agency, as needed.
- Assists in the preparation and cost estimates and terms for new and existing contracts, for proposed change orders and modifications; reviews contract provisions, and meets with project and program managers to develop cost estimates; assists in analyzing costs related to change orders and modifications; maintains data and information resources on current industry cost standards for materials, equipment and labor costs; establishes and maintains contact with sources of information including vendors, consultants and governmental agencies.
- Participates in activities for Transportation Authority's Disadvantaged Business Enterprise (DBE) and Local Business Enterprise (LBE) Program. Assists in preparing corresponding statistics and report and monitoring contract performance and compliance. Monitors consultant certification status. Coordinates outreach events with other agencies.
- Assists in the coordination of activities related to the application for, and management of, multiple source capital projects and/or grants.
- Assists in the performance of economic and/or financial analyses including forecasting, revenue and/or expense projections; prepares appropriate supporting documentation to analyses; may assist in the preparation of audit schedules.
- Participates in the development and administration of the annual and supplemental budgets. Monitors contract budgets, ensures consultant expenditures remain with budget, and notifies project managers of contract concerns.

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- Participates in reviewing and analyzing existing administrative policies and procedures; prepares analyses on detailed studies; prepares reports on studies and surveys; may coordinate the implementation of new systems and/or procedures.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in public or business administration, finance, accounting or economics from an accredited university, and one (1) year of experience in complex financial/fiscal analysis, economic analysis, contract administration, or administrative policy analysis is required. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of principles and techniques of governmental organization and management; principles and techniques of financial/fiscal analysis; principles and techniques of economic and policy analysis; principles and techniques of generally accepted accounting principles and government accounting standards; application of statistical and other analytical methods; applicable local, state, and federal laws and regulations; principles involved in the development and implementation of complex systems and procedures; methods, procedures, and techniques needed for negotiations of contract terms, change orders, cost estimates and modifications; advanced proficiency with standard computer spreadsheet, word processing, database management and other office administration software.

Skills and Abilities: Ability to collect, synthesize, and analyze a wide variety of information; conduct difficult analytical studies involving complex administrative and financial systems and procedures; work with authority and efficiency to identify and define problems, determine methodology, evaluate data, make recommendations with appropriate justification and develop/implement a plan of action; establish and maintain effective communication with senior management, officials, other Transportation Authority staff, vendors, or other agencies; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution 19-XX**



Job Description

FINANCE & ADMINISTRATION DIVISION

Office Manager

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Office Manager provides varied, complex, responsible and confidential office administrative assistance to the Deputy Director for Finance and Administration, including administering employee benefits, coordinating office equipment, facilities, general office services and related activities, serving as contact to public for the Transportation Authority, and assisting staff with project and administrative work.

Reports to: Deputy Director for Finance and Administration

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers all employee benefits programs by performing duties such as, but not limited to, conducting open enrollment, personnel files, reviewing and approving payments to third-party benefits and service providers, and reviewing and completing compliance paperwork. Serves as day-to-day liaison with employee benefits providers and assists Deputy Director for Finance and Administration in reviewing, recommending and selecting benefits.
- Procures all supplies and equipment following the Transportation Authority's procurement policies; assists the Deputy Director for Finance and Administration with formal procurements for equipment and administrative services.
- Shares front office reception and office management duties with Administrative Assistant, including answering phones and greeting visitors. Shares general administrative support duties with Administrative Assistant, including scheduling meetings, assisting with correspondence, preparing travel arrangements and expense documentation, document control and filing.
- Shares general office appearance and upkeep including kitchen cleaning and office cleaning touch-ups.
- Serves as back-up to Clerk of the Authority by performing duties such as clerking Board and Committee meetings, assisting with preparation of minutes, preparing and distributing agenda packets, assisting with mailings and other Clerk of the Authority duties. Serves as Board liaison for Authority-related office expenses and reimbursements.
- Coordinates all building arrangements including securing passes and keys for employees; oversees office maintenance and renovations.
- Assists with recruitment of new employees by administering recruitment needs such as ads and exams for candidates; maintains database for recruited positions; sets up interviews; mails employment notifications; maintains new employee and employee exit packets; coordinates entry of new employees and payroll authorization changes with accounting staff.

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- Provides input to budget assumptions for personnel and administrative expenses, Transportation Authority procurement policies and procedures, and Transportation Authority's benefits programs.
- Prepares and presents oral and written reports, correspondence and statistical analyses. Responds to informational requests, including those of a highly sensitive nature, and may represent the Transportation Authority to the outside agencies and the public.
- Researches, analyzes and makes policy recommendations on special projects and issues; provides administrative analysis to the Deputy Director for Finance and Administration.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree from an accredited college or university is required, as well as three (3) years of progressively responsible high-level administrative experience. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of complex administrative procedures such as modern office methods, office practices and procedures, systems and policies including filing systems, business correspondence, report writing and receptionist techniques. Advanced proficiency with standard computer spreadsheet, word processing, database management, graphics and presentation software.

Skills and Abilities: Provide varied, responsible and confidential office administrative assistance; learn, interpret and apply policies and procedures; organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction; work in a demanding environment with changing priorities and deadlines; use discretion with confidential materials and information. Requires considerable ability to organize and carry out projects with minimal instruction; make sound work decisions in accordance with rules, regulations, policies and procedures; compose concise, factual and grammatically correct business correspondence and reports maintain a wide variety of office records and reports of some complexity; maintain a record-keeping system; operate and troubleshoot standard office equipment including but not limited to personal computers, copiers and postage machines; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

CAPITAL PROJECTS DIVISION

Principal Engineer

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Principal Engineer provides oversight and manages delivery of select capital projects for which the Transportation Authority has direct delivery responsibilities, with activities ranging from the environmental phase through design and construction of the project. This position manages multiple projects, performs technical analyses and interacts with a variety of public agency staff, advocates and private stakeholders.

Reports to: Deputy Director for Capital Projects

Exemption Status: Full Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides project delivery support to project sponsors responsible for implementing large capital projects and select programs within the Transportation Authority's Program of Prop K projects.
- Plans, directs, and supports timely and cost-effective delivery of the design, management, construction, and delivery of Transportation Authority projects. Prepares and maintains project schedules, budgets, and quality control objectives.
- Monitors project oversight and project controls activities for select Transportation Authority programs and funding initiatives. Monitors project management and delivery to aid in programming decisions. Develops and implements strategies in partnership with project sponsors to assure projects are delivered timely and per scope and budget parameters.
- Provides technical input on capital projects, as needed to support development and updates to the Countywide Transportation Plan, other Transportation Authority and outside agency plans, studies and programming efforts.
- Provides timely communication of project status and issues to the Deputy Director and maintains technical and administrative control of capital project development and support.
- Reviews, develops, negotiates and recommends or confers as appropriate to the Deputy Director the approval of contracts and cooperative agreements with other governmental agencies, consultants and private contractors, as needed, and is responsible for monitoring their implementation.
- Coordinates with federal, state, and local agencies during project conceptualization, design, and implementation, and ensures compliance with any pertinent administrative requirements.
- Prepares Board memoranda and official Transportation Authority correspondence, and presents before management, the Transportation Authority Board, and other external agencies.

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- Assists with the development of the annual work plan for the division.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.

SUPERVISORY RESPONSIBILITIES: Supervises Associate Engineer. May supervise external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in an appropriate discipline such as Transportation Planning, and Civil or Transportation Engineering. Five (5) years of progressively responsible experience in transportation project and program management and a State of California professional engineering license are required. An equivalent combination of education and experience is acceptable.

Knowledge: Advanced knowledge of principles, practices, and techniques of project and program management for capital projects; regulatory requirements and guidelines associated with obligation and expenditure of local, regional, state and federal transportation funds for capital projects; standard cost estimation and value engineering techniques; standard transportation planning principles and methods; consultant contract preparation and oversight of consultant contracts for professional services; database management techniques; and proficiency with standard computer spreadsheet, word processing and internet software.

Skills and Abilities: Ability to implement an effective capital project and program monitoring plan to ensure timely and cost-effective project delivery; familiarity with project scheduling applications; ability to analyze and interpret data pertaining to capital planning issues using appropriate methods and statistical techniques; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

FINANCE & ADMINISTRATION DIVISION

Principal Management Analyst

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Management Analyst Series in the Finance & Administration Division includes three levels of professional Management Analysts who work on complex, sensitive, and detailed analytical work in the areas of financial/fiscal, administrative policy, contract administration, grants and budgets. The Principal Management Analyst plans, organizes, and leads these duties and responsibilities.

Reports to: Deputy Director for Finance and Administration

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees competitive contract vendor selection and contracting process, conforming to federal, state, local and Transportation Authority procurement and contracting policies, including public bids and requests for proposals; processes highly complex contracts including advertising for bids/proposals, contract negotiation and award, provides information and training and technical assistance to staff and contractors on Transportation Authority contracting and procurement policies, procedures and requirements. Reviews cost estimates and terms for new and existing contracts, for proposed change orders and modifications; reviews and cost estimates; reviews and approves change orders and modifications; monitors data and information resources on current industry cost standards.
- Oversees the Transportation Authority's Disadvantaged Business Enterprise (DBE) and Local Business Enterprise (LBE) Program. Presents at outreach events with other agencies. Reviews contract performance, compliance and statistical reports. Reviews small business goals for individual contracts. Review and recommend updates to DBE/LBE policy to assure conformance with current regulations. Prepares and presents oral and written reports, correspondence and statistical analyses.
- Oversees grant program in accordance to grant and audit requirements. Maintains proper internal controls, monitors compliance and accuracy of grant billings, and performs risk assessment. Manages reporting systems consistent with grant requirements.
- Manage the development and administration of the annual and supplemental budgets. Reviews budget line item narrative, analyses, including revenue and expenditure forecasting, recommendations, and justifications for annual and supplemental requests. Monitors detailed and complex budgets, ensures expenditures remain within budget, and shifts funds within guidelines; notifies Division and project managers of fund status and budget variances; assists Division and project managers with interpreting budget-related documents, and issues related to funds availability, fund transfers, and budget compliance. Recommends and implements budgetary adjustments as appropriate and necessary. Supports the Deputy Director for Finance and Administration in presenting budget to senior management, Citizens Advisory Committee, Board and other groups as required.

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- Manages the activities related to the application for, and management of, multiple source capital projects and/or grants; manages reporting to funding agencies with project managers.
- Collaborates on the approval of indirect cost allocation plan and related areas in the annual single audits and financial audits.
- Manages and implements agency-wide and division performance measures.
- Assists with the development of the annual work plan for the division.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.

SUPERVISORY RESPONSIBILITIES: Supervises Senior Management Analyst and Management Analyst. May supervise external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: A bachelor's degree in public or business administration, finance, accounting or economics from an accredited university, and five (5) years of progressively responsible experience in complex financial/fiscal analysis, economic analysis, contract administration, or legislative/ administrative policy analysis is required. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of principles and techniques of governmental organization and management; principles and techniques of financial/fiscal analysis; principles and techniques of economic and policy analysis; principles and techniques of generally accepted accounting principles and government accounting standards; application of statistical and other analytical methods; applicable local, state, and federal laws and regulations; principles involved in the development and implementation of complex systems and procedures; methods, procedures, and techniques needed for negotiations of contract terms, change orders, cost estimates and modifications; advanced proficiency with standard computer spreadsheet, word processing, database management and presentation software.

Skills and Abilities: Ability to collect, synthesize, and analyze a wide variety of information; conduct difficult analytical studies involving complex administrative and financial systems and procedures; work with authority and efficiency to identify and define problems, determine methodology, evaluate data, make recommendations with appropriate justification and develop/implement a plan of action; establish and maintain effective communication with senior management, officials, other staff, vendors, or other agencies; negotiate effectively; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

POLICY & PROGRAMMING DIVISION

Principal Program Analyst

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Principal Program Analyst oversees and performs detailed analytical work in the areas of grants administration and program oversight, data management, and fund programming for larger projects and programs.

Reports to: Deputy Director for Policy & Programming

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees and performs analyses to support grant program administration, agency capital budget preparation, and grant-related communications; works with agency staff to prepare, analyze, and distribute reports including spreadsheets, tables, charts, and other graphics as required.
- Oversees maintenance and system enhancements of the Portal (web-based grants administration database) and MyStreetSF (interactive map of projects funded by the Transportation Authority); provide training and documentation of protocols and users guides to internal staff and project sponsor; assist with project set up in Microsoft Dynamics AX (financial system), the Portal and MyStreetSF and project updates as required (e.g., at year-end, time of project amendment or closeout, QA/QC quality issues).
- Oversees ongoing updates and maintenance of the Prop K Strategic Plan model (Excel-based financial/programming model) and interpretation of model outputs for management and external agencies.
- Coordinate timely issuance of grant agreements for Prop K and Prop AA programs. Conduct project kick-off meetings with project sponsor, review grant reporting, invoicing, attribution and other requirements, deliverables, and special conditions.
- Processes and perform initial review of sponsor reimbursement requests (invoices), confirm grant balances, and assign invoices to Transportation Authority lead for project oversight.
- Performs grants allocation, management and oversight for larger projects, including review of Prop K and Prop AA funding requests and preparation of staff recommendations for Board consideration and approval; review and approval of project progress reports and sponsor invoices checking for compliance with grant terms and conditions; review and recommend approval of sponsor requests for amendments to grant agreements.
- Coordinates project sponsor submittals for the Transportation Authority's annual report.
- Develops and oversees implementation of agency policies, procedures, and templates related to grant administration and oversight, including but not limited to updates to the standard grant agreement template.
- Works closely with Finance and Administration, Policy and Programming, and Capital Projects Divisions on

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invoice tracking, budget, and other financial support using Microsoft Dynamics AX and/or the Portal.

- Prepares board memoranda and official Transportation Authority correspondence; makes presentations to the Board, Committees, and the public, and may represent the Transportation Authority before state, federal and regional agencies, boards, and commissions.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of graduate degree in a related field such as transportation planning, public administration, public finance, accounting, or economics; and five (5) years of related experience. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Knowledge of principles, practices and techniques of capital program management; principles and techniques of financial/fiscal analysis; principles and techniques of economic and policy analysis; statistical and computational analysis, principles, and methods; database management techniques; advanced proficiency with standard computer spreadsheet, word processing, and presentation software.

Skills and Abilities: Ability to develop and assist with implementation of an effective capital program monitoring plan to ensure compliance with grant requirements and to support transparency, accountability, and timely and cost-effective project delivery; ability to collect, synthesize, analyze, and interpret a wide variety of information and data pertaining to transportation projects such as fund programming, expenditures rates, and project delivery progress; conduct complex analytical analyses utilizing various administrative and financial systems; summarize and present data and prepare clear and concise written reports and recommendations; work independently and efficiently to identify and solve problems, calculate statistics including mathematical averages and percentages; set up and maintain relational database files, perform queries, and retrieve data to prepare reports; adapt to changing technology; organize and prioritize work; coordinate a variety of projects simultaneously; and speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

TECHNOLOGY, DATA & ANALYSIS DIVISION

Principal Transportation Modeler

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Transportation Modeler Series in the Technology, Data & Analysis Division includes three levels of professional Transportation Modelers who prepare complex travel demand forecasting model applications for planning studies; maintain the model; and manage the Geographic Information Systems (GIS) database. The Principal Transportation Modeler has full responsibility for larger projects.

Reports to: Deputy Director Technology, Data & Analysis

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Leads the enhancement and maintenance of the Transportation Authority's activity-based travel demand forecast model and traffic microsimulation model. Manages enhancement and maintenance activities by Transportation Modelers, consultants and interns. Performs data analysis to enhance model capabilities including estimation and calibration of model components, developing and applying advanced statistical methods, scripting to automate model system data pipelines, and managing networks, land use, and other input and output data.
- Directs the application of the Transportation Authority's activity-based travel demand forecast model and traffic microsimulation model to support development of the Transportation Authority's efforts such as the Countywide Transportation Plan, as well as to support other studies and activities for external agencies and clients. Manages application of the models by Transportation Modelers, consultants and interns.
- Leads research on key transportation issues including travel behavior choices and demand management, transportation network modeling, and emerging mobility technologies and services.
- Leads the maintenance of the Transportation Authority's data warehouse, including identifying data (including geospatial data) required to fulfill Transportation Authority responsibilities, developing protocols for data acquisition and management, managing the collection and acquisition of data, coordinating with other agencies to facilitate data exchanges, analyzing data using advanced statistical methods, and overseeing the implementation of back end technologies and optimizing data warehouse for performance and ease of use.
- Manages the maintenance, development and application of the Transportation Authority's web-based open-source data visualization platform to support both Transportation Authority staff requirements as well as the needs of external agencies and the public, including leading development and application of new data visualization techniques and tools and establishing linkages with the Transportation Authority's data warehouse.
- Provides general modeling and geographic information system (GIS) assistance and input to other Transportation Authority divisions, external agencies and the public. Provides GIS and mapping services, and model results for various planning studies and strategic analysis reports.

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- Develops and tracks project budgets, scope and performance measures for large planning studies; selects and manages consultants and contracts; facilitates technical and project meetings; reviews and reports on progress and deliverables; and corresponds with partnering agencies. Provides oversight of all project management activities assigned to staff.
- Prepares board memoranda and official Transportation Authority correspondence; makes presentations to the Transportation Authority Board and may represent the Transportation Authority before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.

SUPERVISORY RESPONSIBILITIES: Supervises a Transportation Modeler and may supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as transportation planning, data science, computer science, information systems, civil engineering, geography or related field and five (5) years of experience in transportation planning, travel demand forecasting or GIS analysis for transportation planning purposes. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience

Knowledge: Knowledge of the principles, techniques and methods of transportation planning. Good understanding of the process of transportation data collection and travel behavior analysis to estimate and apply statistical models for travel demand forecasting purposes. Knowledge of activity-based travel model concepts and/or agent-based micro-simulation; computer system administration and maintenance; environmental impact assessment process per California Environmental Quality Act guidelines. Understanding of data analysis techniques and data management principles. Knowledge of program and project management principles and techniques used in leading and supporting multiple information technology programs and projects. Proficiency with standard computer spreadsheet, word processing, database management, and presentation software.

Skills and Abilities: Skilled in use of travel forecasting software packages such as Citilabs TP+, EMME, etc. Proficiency with computer programming languages such as Python, R, and C#; SQL for database management; ArcGIS and open GIS platforms. Basic skills for developing and maintaining web-based data visualization tools using Javascript, leaflet, D3, etc. Ability to not only learn new computer programming languages as needed but also to learn new statistical and machine learning techniques to wrangle with emerging big data sources. Ability to collect, analyze and interpret data pertaining to planning issues using appropriate methods, statistical techniques and data science tools such as Python Pandas library and R; summarize and present technical data and prepare written reports and recommendations; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$xxx.....Adopted Mo,Day.Yr.
Resolution XX-19**



Job Description

PLANNING DIVISION

Principal Transportation Planner

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Transportation Planner Series in the Planning Division includes three levels of professional Transportation Planners who manage planning and corridor studies and other planning projects, facilitate community outreach efforts, and represent the Transportation Authority on technical and policy advisory groups. The Principal Transportation Planner has full responsibility for larger planning studies.

Reports to: Deputy Director for Planning

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collects, analyzes and interprets transportation data, designs surveys, develops long-range transportation planning priorities, summarizes data and prepares reports, and reviews transportation model inputs and outputs.
- Performs project management for planning and corridor studies. Duties include developing proposals; recommending consultant selection; developing and tracking project budget, scope and performance measures; grant application and management; managing consultant and Transportation Authority staff team; reviewing and reporting on study progress and deliverables; corresponding with agency partners; and develop and implement public outreach plans.
- Provides general planning assistance to the Deputy Director and other Divisions, including reviewing and commenting on studies, policy guidance, and providing input into the Countywide Transportation Plan, Congestion Management Program, 5-Year Prioritization Program and Strategic Plan.
- Prepares board memoranda and official Transportation Authority correspondence; makes presentations to the Transportation Authority Board and may represent the Transportation Authority before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.
- Assists with the development of the annual work plan for the division.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.

SUPERVISORY RESPONSIBILITIES: Supervises a Transportation Planner and external consultant teams. May supervise interns.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

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Training and Experience: Completion of a graduate degree in an appropriate discipline such as transportation planning, public policy or civil engineering; and five (5) years of progressively responsible experience in transportation planning, programming or funding. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Basic research methods and database management techniques; proficiency with standard computer spreadsheet, word processing, and presentation software; and statistical and computational analysis principles and methods; and advanced knowledge of transportation planning principles, techniques and methods; transportation funding and finance; and capital project development phases.

Skills and Abilities: Ability to collect, analyze and interpret data pertaining to transportation planning and programming of funds, information on transportation issues and related legislation using appropriate methods and statistical techniques; design surveys; develop long-range transportation planning priorities; identify project goals and performance measures; oversee and manage projects and consultants; facilitate meetings; summarize and present data and prepare written reports and recommendations, and outreach materials; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$xxx.....Adopted Mo,Day.Yr.
Resolution XX-19**



Job Description

POLICY & PROGRAMMING DIVISION

Principal Transportation Planner

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Transportation Planner Series in the Policy & Programming Division includes three levels of professional Transportation Planners who perform increasingly complex and sensitive tasks in the areas of policy, legislation, strategic financial planning, fund programming, and planning; facilitate community outreach efforts; and represent the Transportation Authority on technical and policy advisory groups. The Principal Transportation Planner has full responsibility for larger projects and programs.

Reports to: Deputy Director for Policy & Programming

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops policy and programming recommendations for local, regional, state, and federal fund sources. Provides corresponding project delivery support including monitoring timely use of fund deadlines and assisting project sponsors (e.g. public agencies) with technical, planning, and administrative issues. Performs other tasks intended to facilitate project implementation and preservation of discretionary funds for San Francisco.
- Develops policies, funding strategies and legislation to advance Transportation Authority goals and objectives, including research and analytical support, advocacy before governmental agencies and community outreach.
- Provides policy, programming and funding input into the development of the Transportation Authority's various programs and plans including, but not limited to, the Countywide Transportation Plan, the Congestion Management Program, and the Prop K 5-Year Prioritization Programs and Strategic Plan.
- Manages internal planning studies, provides policy and technical input, and leads community involvement efforts. Reviews and comments on external planning efforts.
- Maintains contacts with peers from federal, state, and regional agencies, including project sponsor and funding agencies, and staffs of elected local, regional, state and federal officials.
- Perform grants allocation, management and oversight for larger projects, including review of Prop K and Prop AA funding requests and preparation of staff recommendations for Board consideration and approval; review and approval of project progress reports and sponsor invoices checking for compliance with grant terms and conditions; review and recommend approval of sponsor requests for amendments to grant agreements.
- Prepares board memoranda and official Transportation Authority correspondence; makes presentations to the Board, Committees, and the public, and may represent the Transportation Authority before state, federal and regional agencies, boards, and commissions.

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SUPERVISORY RESPONSIBILITIES: Supervises a Transportation Planner position. May supervise external consultant teams and interns.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as transportation planning or civil engineering; and five (5) years of progressively responsible experience in transportation planning, transportation fund programming or allocation. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of basic research methods and database management techniques; proficiency with standard computer spreadsheet, word processing, presentation and internet software; statistical and computational analysis principles and methods; advanced knowledge of transportation planning principles, techniques and methods, transportation funding and finance, and capital project development.

Skills and Abilities: Ability to collect, analyze and interpret data pertaining to transportation planning and programming of funds, information on transportation issues and related legislation using appropriate methods and statistical techniques; develop long-range transportation planning priorities; identify project goals and performance measures; oversee and manage projects and consultants; facilitate meetings; summarize and present data and prepare written reports, recommendations, and outreach materials; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

POLICY & PROGRAMMING DIVISION

Program Analyst

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Program Analyst organizes, leads and/or participates in detailed analytical work in the areas of grants administration and program oversight, data management, and fund programming for assistance with larger or has full responsibility for smaller projects and programs.

Reports to: Deputy Director for Policy & Programming

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates timely issuance of grant agreements for Prop K half-cent sales tax and Prop AA vehicle registration fee programs.
- Schedules project kick off meetings with project sponsor, reviews grant reporting, invoicing, attribution and other requirements; deliverables; and special conditions.
- Processes and performs initial review of sponsor reimbursement requests (invoices) and assigns invoices to Transportation Authority lead for project oversight.
- Reviews and approves project progress reports and sponsor invoices checking for compliance with grant terms and conditions; reviews and recommends approval of sponsor requests for amendments to grant agreements.
- Analyzes and updates agency policies, procedures, and templates related to grant administration and oversight, including but not limited to annual updates to the standard grant agreement template; identify administrative and programmatic changes; prepare, present and coordinate implementation of new policies, procedures and/or templates.
- Assists with coordination of project sponsor submittals for the Transportation Authority's annual report.
- Performs analyses to support grant program administration, agency capital budget preparation, and communications; works with agency staff to prepare, analyze, and distribute reports including spreadsheets, tables, charts, and other graphics as required.
- Assists with project set up in Microsoft Dynamics AX (financial system), the Portal (web-based grants administration database), and MyStreet SF (interactive map of projects funded by the Transportation Authority) and performs system maintenance and updates as required (e.g. at year-end, at time of project amendment or closeout).

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- Works closely with staff from the Finance and Administration, Policy and Programming, and Capital Projects Divisions on invoice tracking, budget, and other financial support using Microsoft Dynamics AX and/or the Portal.

SUPERVISORY RESPONSIBILITIES: May supervise external consultant teams and interns.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Graduate degree in a related field such as transportation planning, public administration, public finance, accounting, or economics from an accredited university; and one (1) year of related experience. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Knowledge of principles, practices and techniques of capital program management; principles and techniques of financial/fiscal analysis; principles and techniques of economic and policy analysis; statistical and computational analysis, principles, and methods; database management techniques; advanced proficiency with standard computer spreadsheet, word processing, presentation and internet software; and presentation software.

Skills and Abilities: Ability to develop and assist with implementation of an effective capital program monitoring plan to ensure compliance with grant requirements and to support transparency, accountability, and timely and cost effective project delivery; ability to collect, synthesize, analyze, and interpret a wide variety of information and data pertaining to transportation projects such as fund programming, expenditures rates, and project delivery progress; conduct complex analytical analyses utilizing various administrative and financial systems; summarize and present data and prepare clear and concise written reports and recommendations; work independently and efficiently to identify and solve problems, calculate statistics including mathematical averages and percentages; set up and maintain relational database files, perform queries, and retrieve data to prepare reports; adapt to changing technology; organize and prioritize work; coordinate a variety of projects simultaneously; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

POLICY & PROGRAMMING DIVISION

Public Policy Manager

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Public Policy Manager performs complex and sensitive tasks in the areas of policy, legislation, fund programming and planning; facilitates community outreach efforts; and represents the agency on technical and policy advisory groups.

Reports to: Deputy Director for Policy & Programming

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and supports development of policies and legislation to advance Transportation Authority goals and objectives, including research and analytical support, preparing briefing emails for San Francisco representatives on regional bodies, advocating before governmental agencies, and participating in community outreach.
- Provides policy and funding input into the development of the Transportation Authority's various programs and plans including, but not limited to, the Countywide Transportation Plan, Congestion Management Program, Prop K 5-Year Prioritization Programs, and Strategic Plans.
- Develops policy recommendations for and provides input on programming recommendations for federal, state, and regional fund sources, as well as coordinating San Francisco input into the regional transportation plan. Provides corresponding project delivery support including monitoring timely use of fund deadlines; assisting project sponsors with planning, technical and administrative issues; and performs other tasks intended to facilitate project implementation and preservation of discretionary funds for San Francisco.
- Negotiates and resolves complex policy challenges with federal, state, and regional transportation agencies and San Francisco project sponsors. Leads or assists in the development and negotiation of agreements with other agencies.
- Manages internal planning studies, as directed; provides policy and technical input, and leads community involvement efforts. Reviews and comments on external policy, planning and legislative efforts.
- Prepares board memoranda and official Transportation Authority correspondence; makes presentations to the Board and Committees and may represent the Transportation Authority before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.
- Assists with the development of the annual work plan for the division.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.

SUPERVISORY RESPONSIBILITIES: Supervises a Senior Transportation Planner and external consultants. May supervise interns.

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MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as public policy, transportation planning or civil engineering; and five (5) years of progressively responsible experience in transportation policy, transportation planning, transportation fund programming and allocation, and project delivery and oversight. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Advanced knowledge of public policy development and evaluation; local, regional, and state legislative processes; transportation planning principles, techniques and methods, transportation funding and finance, and capital project development phases; proficiency with standard computer spreadsheet, word processing, and presentation software; basic research methods and database management techniques; statistical and computational analysis principles and methods.

Skills and Abilities: Skill in collecting, analyzing and interpreting data and information pertaining to programming of transportation funds, transportation planning and policy issues, and legislation. Ability to facilitate meetings, develop and oversee outreach strategies, conduct policy analysis, and manage projects and consultants. Strong public presentation skills and public speaking for a wide variety of audiences, including elected officials, the public and technical staff. Advanced writing and editing skills for a variety of communications media.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$xxx.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

FINANCE & ADMINISTRATION DIVISION

Senior Accountant

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Accountant Series in the Finance & Administration Division includes three levels of professional Accountants who process payroll, accounts payable, and accounts receivable, performs account reconciliations, prepares budgets and invoices used in billing federal, state and local agencies, handles cash management functions and assists in preparing supplemental schedules to support financial statements. The Senior Accountant organizes and leads select responsibilities and/or participates in larger complex processes.

Reports to: Controller

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs invoice review for transaction coding, project posting, and proper accounting support to meet audit and grant requirements. Monitors both invoice and payment progress to ensure items processed properly, ensure accuracy, timeliness, and completeness. Reconciles account payable accounts.
- Collaborates with another Finance Division Staff on the development and administration of the annual and supplemental budgets. Propose budget line item narrative, analyses, including revenue and expenditure forecasting, recommendations, and justifications for annual and supplemental requests. Monitors detailed and complex budgets, ensures expenditures remain within budget, and shifts funds within guidelines; notifies Division and project managers of fund status and budget variances; assists Division and project managers with interpreting budget-related documents. Recommends and implements budgetary adjustments as appropriate and necessary.
- Prepares complex grant invoices and supporting documentation in accordance with funding agency agreements. Reviews less complex grant billings. Prepare project adjustment for grant billing. Consults with Transportation Authority project managers and external agency staff, and obtains and verifies information for the preparation of documents for reimbursement from various federal, state and local agencies. Prepares and submits reimbursement requests, along with required supporting documentation. Monitors outstanding billings and request payments; processes cash receipts. Reconciles grant receivables account.
- Prepares justifications and makes recommendations for the adjustment of journals or transfer of entries to make revenue or expenditure corrections. Posts journal entries to various subsidiary and general ledger accounts and corrects posting errors as necessary. Prepares monthly financial statements. Generates periodic and special reports.
- Preparation of the Transportation Authority's Indirect Cost Allocation Plan and establishment of overhead rates. Preparation of actuarial studies, audits and financial statements, annual single audits and financial audits.

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- Assist in the monitoring of outstanding debt. Performs analysis of capital requirements, calculation of debt capacity, evaluation of financing alternatives; rate and reimbursement analysis, modeling and cost/benefit analysis.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in a related field such as accounting, public administration or public finance with concentration in business. Three (3) years of progressively responsible experience in public, governmental or private sector accounting. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge and understanding of basic accounting principles, practices, regulations and methods, including basic journal entries and preparation of bank reconciliations, as well as the financial statement reporting process; knowledge of federal, state and local procedures. Proficiency with standard computer spreadsheet, word processing, database management and presentation software.

Skills and Abilities: Ability to evaluate general ledger accounts; proficiency with computerized accounting systems, i.e., Microsoft Dynamic AX accounting software, or software of a similar degree of complexity; design and maintain a wide variety of statistical and narrative records and reports utilizing spreadsheet expertise; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

OFFICE OF THE EXECUTIVE DIRECTOR DIVISION

Senior Communications Officer

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Senior Communications Officer leads communications initiatives including integration and maintenance of agency communications assets and supports all divisions and project-level public outreach activities.

Reports to: Director of Communications

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategic Communications:

- Provides communications and messaging support to Board and Transportation Authority management team, in conveying the mission, goals and role of the agency to the public.
- Develops and leads implementation of the communications plans and policies, including branding, messaging and operating standards and protocols. Liaise with Board leadership, coordinates with partner agencies and community organizations and engage staff in initial plan development and subsequent updates and revisions.
- Assists the Executive Director in the development and dissemination of key messages for the Transportation Authority; plans and develops paper and electronic publications and other communications materials, including talking points, brochures, newsletters, annual reports, press releases, advertisements, and publications; oversees design, production, printing, and distribution of all print and electronic materials.
- Reviews and leads quality control for key agency materials, reports, and communications.
- Establishes and develops new avenues of communication with the general public and community groups; develops methods, techniques, and materials to establish and maintain ongoing communication and cooperation with community organizations and associations served by the Transportation Authority, including ethnic and low-income or other hard-to-reach groups.

Community and Media Relations:

- Develops agency-wide communications initiatives including marketing, media relations, community engagement programs and special events.
- Develops and maintains of all major agency communications assets including agency website and social media sites, marketing materials, and outreach and contacts databases.
- Builds and maintains relationships with media and editorial contacts; manages media list; responds to media inquiries and manages consultants and Transportation Authority staff as needed. Includes traditional as well as new/social media and ethnic and neighborhood level outlets and organizations.
- Builds and maintains relationships with agency partners and stakeholders including a broad range of civic, neighborhood and advocacy organizations.

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Agency Operational Support:

- Provides communications guidance and support to Transportation Authority staff and project managers; reviews major deliverables and outreach materials; researches and advises on emerging and innovative outreach and public involvement techniques applicable to planning or project development activities; and facilitate staff training as needed.
- Supports management team and Clerk of the Board in management of the Transportation Authority's Board operations, agency work program and special projects; provide support to Clerk or project managers in communicating with the agency's various Citizens Advisory Committees; assist with responses to public information requests and inquiries.
- Supports management team and Policy and Programming Division with legislative and government affairs, as needed.

SUPERVISORY RESPONSIBILITIES: Supervises the Communications Officer and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in appropriate disciplines such as public relations, communications, business administration or a closely related field from an accredited university is required. Three (3) years of progressively responsible experience in coordinating communications and marketing, media relations, and/or community outreach programs. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of principles and practices of communications and marketing, media relations, public speaking, and community engagement programs. Basic principles and practices of graphic design and print production, including an understanding of design concepts and application. Basic principles and practices of budget development, administration, and accountability. Knowledge of principles, practices, and techniques in using social media tools and applications.

Skills and Abilities: Strong writing, public presentation skills, and public speaking for a wide variety of audiences, including elected officials, technical staff, and the public; advanced writing and editing skills for a variety of communications media, including memoranda, reports, resolutions, plans, and outreach materials; basic design and graphics expertise; strong project, program, and relationship-building skills; stakeholder and crisis management skills, including consultant contract oversight; ability to work effectively under stressful situations involving tight deadlines, as well as confrontation and conflict; plan, research, organize, coordinate, and implement a variety of communications and marketing, media relations, and community outreach related activities and programs; operation of modern office equipment, including computer equipment and specialized software applications; and proficiency with social media platforms, including Twitter, Facebook, Instagram; and basic knowledge of content management systems such as MailChimp, Drupal, etc.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution 19-XX**



Job Description

CAPITAL PROJECTS DIVISION

Senior Engineer

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Senior Engineer supports the development of, and facilitates and oversees delivery of Transportation Authority-programmed (local, state and federally funded) transportation projects through the design and construction phases. This position manages multiple projects, performs technical analyses and interacts with a variety of public agency staff, advocates and private stakeholders.

Reports to: Deputy Director of Capital Projects

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides oversight and management of mid-size to large projects and project controls for select Transportation Authority programs and funding initiatives in order to ensure timely and cost effective project delivery.
- Provides technical input on capital projects as needed to support development and updates to the Countywide Transportation Plan, other Transportation Authority and outside agency plans, studies and programming efforts.
- Represents the Transportation Authority on technical advisory groups and assists with other tasks.
- Develops, negotiates and recommends or confers as appropriate to the Deputy Director the approval of contracts and cooperative agreements with other governmental agencies, consultants and private contractors, as needed, and is responsible for monitoring their implementation.
- Coordinates with federal, state, and local agencies during project conceptualization, design, and implementation, and ensures compliance with any pertinent administrative requirements.
- Prepares board memoranda and official Transportation Authority correspondence; makes presentations to the Transportation Authority Board and may represent the Transportation Authority before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in an appropriate discipline such as civil or transportation engineering and progressively responsible experience in transportation project/program management, including bicycle and pedestrian facilities and streets and roads. A State of California professional

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engineering license is required experience in delivering multi-modal projects, particularly completing an environmental review and project approval process (EIR/EIS) for transportation projects is desirable, and three (3) years of progressively responsible experience in transportation project and/or program management of which two (2) years of that experience are as a licensed professional engineer. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of principles, practices and techniques of project and program management for capital projects; regulatory requirements and guidelines associated with obligation and expenditure of local, regional, state and federal transportation funds for capital projects; standard cost estimates and value engineering techniques; standard transportation engineering principles and methods; consultant contract preparation and oversight of consultant contracts for professional services; database management techniques; proficiency with standard computer spreadsheets, word processing and presentation software; and advanced knowledge of transportation engineering principles, techniques and methods and capital project development phases.

Skills and Abilities: Ability to develop and assist with implementation of an effective capital project and program monitoring plan to ensure timely and cost effective project delivery; familiarity with project scheduling applications; ability to collect, analyze and interpret data pertaining to capital planning issues using appropriate methods and statistical techniques; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

OFFICE OF THE EXECUTIVE DIRECTOR DIVISION

Senior Graphic Designer

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Graphic Designer is responsible for the development, implementation, and coordination of a wide variety of creative and complex graphic artwork for public information and promotional materials, website design and maintenance, and multimedia communications.

Projects include agency reports and fact sheets, document and email templates, infographics, charts, branding implementation, signage, web site design and maintenance, email newsletters and list maintenance, map templates, maintenance of the agency photo library, direct mail collateral, flyers, maps, posters, print ads, banners, slide presentations, displays, brochures, stationery, photography and photo correction, and specialty items.

Reports to: Director of Communications

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, develops, designs, art directs, implements, and coordinates a wide variety of creative and complex graphic artwork for public information and promotional materials. Organizes and designs agency publications, including reports, fact sheets, and other collateral material, and makes editorial suggestions to improve and clarify the headline/body copy.
- Coordinates design projects with vendors such as outside designers, photographers, illustrators, and other agencies; coordinates printing of publications, selecting paper stock, printing and binding methods, and print vendors; requests bids from graphics and printing companies, prepares projects for printing, and follows through for quality control (e.g., color evaluation, press checks). Designs and maintains agency website content and development of new web, social media, and multi-media capabilities in coordination.
- Recommends methods of visual presentations including theme, style, and format. Develops in-house and on-call capabilities for graphic design and multimedia materials production, for outreach and agency publications. Maintains agency photo library, obtains photography from various outside sources, photographs projects and other subjects as necessary; manipulated images as necessary.
- Maintains current knowledge of new methods, tools and equipment and related developments in the field of graphic production and design, including computer and graphics systems; provides recommendations to management on purchase of new programs and/or equipment.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

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Training and Experience: Completion of a bachelor's degree in graphic design or a related field and; five (5) years of progressively responsible experience in producing graphic design for publication and the web, including production planning or closely related experience, that demonstrates the knowledge and ability to assume responsibility for all of the graphic production cycle.

Knowledge: Knowledge of Adobe Creative Cloud (Photoshop, InDesign, Illustrator) is a must. Knowledge of Apple and Windows computers and graphic software, including Microsoft Word and PowerPoint is a must. Knowledge of printing processes for multi-color, multi-page publications is a must.

Other areas of knowledge include:

- Art materials, equipment including various types and uses of paper and inks, bindery methods, and post office requirements;
- Principles and practices of photography;
- Understanding of web design principles and content management systems including Drupal; email platform Mailchimp;
- Production planning, and coordination;
- Principles and contemporary practices of the design of graphic publications and production techniques including new technology development;
- Effective graphic design advertising techniques of visual presentations, layout, and typography;
- Advanced proficiency with standard computer spreadsheet, word processing, and other office administration software.

Skills and Abilities:

- Exercise creative skills in preparing a wide variety of creative and complex graphic artwork for public information and promotional materials;
- Plan, design, lay out, and create visual elements for marketing and public information materials, requiring research and interpretation of subject matter, from concept to delivery of material;
- Work independently and creatively; organize and handle multiple projects simultaneously;
- Prepare a variety of technical art work such as map templates to illustrate planning concepts;
- Operate digital cameras and download, store, and manipulate images;
- Adhere to budgets for all design projects; estimate production costs, and determine design, colors and graphics in accordance with expenditure and scheduling limitations;
- Communicate clearly and effectively, both orally and in writing.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

FINANCE & ADMINISTRATION DIVISION

Senior Management Analyst

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Management Analyst Series in the Finance & Administration Division includes three levels of professional Management Analysts who work on complex, sensitive, and detailed analytical work in the areas of financial/fiscal, administrative policy, contract administration, grants and budgets. The Senior Management Analyst organizes and leads select responsibilities and/or participates in larger complex processes.

Reports to: Principal Management Analyst

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts competitive contract vendor selection, conforming to Transportation Authority procurement and contracting policies, including public bids and requests for proposals; distributes and places advertisements and public notices for contracts; processes moderate to highly complex contracts including advertising for bids/proposals, receipt and review of bids, contract negotiation and award, and routing through signature/documentation process to certification; provides information and training and technical assistance to staff and contractors on Transportation Authority contracting and procurement policies, procedures and requirements.
- Coordinates all activities related to contracting. Prepares cost estimates and terms for new and existing contracts, for proposed change orders and modifications; reviews contract provisions, and meets with project and program managers to develop cost estimates; meets with contractors to negotiate requests for additional costs; assists in analyzing costs related to change orders and modifications; maintains data and information resources on current industry cost standards for materials, equipment and labor costs; establishes and maintains contact with sources of information including vendors, consultants and governmental agencies.
- Manages all activities for Transportation Authority's Disadvantaged Business Enterprise (DBE) and Local Business Enterprise (LBE) Program. Prepares corresponding statistics and reports. Monitors contract performance and compliance to federal DBE program requirements. Presents and coordinates outreach events with other agencies. In coordination with project managers, establish small business contract goals for individual contracts, and obtain granting agency approval, as needed.
- Collaborates with another Finance Division Staff on the development and administration of the annual and supplemental budgets. Prepares budget line item narrative, analyses, including revenue and expenditure forecasting, recommendations, and justifications for annual and supplemental requests. Monitors detailed and complex budgets, ensures expenditures remain within budget, and shifts funds within guidelines; notifies Division and project managers of fund status and budget variances; assists Division and project managers with interpreting budget-related documents, and issues related to funds availability, fund transfers, and budget compliance. Recommends and implements budgetary adjustments as appropriate and necessary.

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- Reviews grant billings in accordance with funding agency requirements. Monitors grant expenditures in accordance with contract documents to assure accuracy of grant billings and maintains reporting systems consistent with grant requirements. Coordinates reporting to funding agencies with project managers, and justifies that funds are used as required and timely. Performs activities to ensure compliance with grant requirements.
- Analyzes existing and proposed administrative policies and procedures as well as organizational problems; conducts difficult and detailed studies; identifies administrative problems, determines methods of analysis, and identifies trends; prepares and presents reports with recommendations and appropriate justification based on studies and surveys; may coordinate the implementation of new systems and/or procedures.
- Coordinates the activities related to the application for, and management of, multiple source capital projects and/or grants. Monitors project expenditures and meets with project managers to discuss concerns.
- Tracks and develops agency-wide and division performance measures.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in public or business administration, finance, accounting or economics from an accredited university, and three (3) years of progressively responsible experience in complex financial/fiscal analysis, economic analysis, contract administration, or legislative/ administrative policy analysis is required. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of principles and techniques of governmental organization and management; principles and techniques of financial/fiscal analysis; principles and techniques of economic and policy analysis; principles and techniques of generally accepted accounting principles and government accounting standards; application of statistical and other analytical methods; applicable local, state, and federal laws and regulations; principles involved in the development and implementation of complex systems and procedures; methods, procedures, and techniques needed for negotiations of contract terms, change orders, cost estimates and modifications; advanced proficiency with standard computer spreadsheet, word processing, database management and presentation software.

Skills and Abilities: Ability to collect, synthesize, and analyze a wide variety of information; conduct difficult analytical studies involving complex administrative and financial systems and procedures; work with authority and efficiency to identify and define problems, determine methodology, evaluate data, make recommendations with appropriate justification and develop/implement a plan of action; establish and maintain effective communication with senior management, officials, other Transportation Authority staff, vendors, or other agencies; negotiate effectively; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

POLICY & PROGRAMMING DIVISION

Senior Program Analyst

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Senior Program Analyst organizes, leads and/or participates in detailed analytical work in the areas of grants administration and program oversight, data management, and fund programming for mid-size to larger projects and programs.

Reports to: Deputy Director for Policy & Programming

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and performs analyses to support grant program administration, agency capital budget preparation, and grant-related communications; works with agency staff to prepare, analyze, and distribute reports including spreadsheets, tables, charts, and other graphics as required.
- Leads maintenance and system enhancements of the Portal (web-based grants administration database) and MyStreetSF (interactive map of projects funded by the Transportation Authority); provides training and documentation of protocols and users guides to internal staff and project sponsor; assists with project set up in Microsoft Dynamics AX (financial system), the Portal and MyStreetSF and project updates as required (e.g., at year-end, time of project amendment or closeout, QA/QC quality issues).
- Assists with ongoing updates and maintenance of the Prop K Strategic Plan model (Excel-based financial/programming model) and interpretation of model outputs for management and external agencies.
- Coordinates timely issuance of grant agreements for Prop K half-cent sales tax and Prop AA vehicle registration fee programs. Schedules project kick-off meetings with project sponsor, reviews grant reporting, invoicing, attribution and other requirements, deliverables, and special conditions.
- Processes and performs initial review of sponsor reimbursement requests (invoices), confirms grant balances, and assigns invoices to Transportation Authority lead for project oversight.
- Performs grants allocation, management and oversight for mid-size to larger projects, including review of Prop K and Prop AA funding requests and preparation of staff recommendations for Board consideration and approval; review and approve project progress reports and sponsor invoices checking for compliance with grant terms and conditions; review and recommend approval of sponsor requests for amendments to grant agreements.
- Coordinates project sponsor submittals for the Transportation Authority's annual report.
- Develops and implement agency policies, procedures, and templates related to grant administration and oversight, including but not limited to annual updates to the standard grant agreement template.

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- Works closely Finance and Administration, Policy and Programming, and Capital Projects Divisions on invoice tracking, budget, and other financial support using Microsoft Dynamics AX and/or the Portal.
- Prepares board memoranda and official Transportation Authority correspondence; makes presentations to the Board, Committees, and the public, and may represent the Transportation Authority before state, federal and regional agencies, boards, and commissions.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Graduate degree in a related field such as transportation planning, public administration, public finance, accounting, or economics from an accredited university; and three (3) years of related experience. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Knowledge of principles, practices and techniques of capital program management; principles and techniques of financial/fiscal analysis; principles and techniques of economic and policy analysis; statistical and computational analysis, principles, and methods; database management techniques; advanced proficiency with standard computer spreadsheet, word processing, and presentation software.

Skills and Abilities: Ability to develop and assist with implementation of an effective capital program monitoring plan to ensure compliance with grant requirements and to support transparency, accountability, and timely and cost-effective project delivery; ability to collect, synthesize, analyze, and interpret a wide variety of information and data pertaining to transportation projects such as fund programming, expenditures rates, and project delivery progress; conduct complex analytical analyses utilizing various administrative and financial systems; summarize and present data and prepare clear and concise written reports and recommendations; work independently and efficiently to identify and solve problems, calculate statistics including mathematical averages and percentages; set up and maintain relational database files, perform queries, and retrieve data to prepare reports; adapt to changing technology; organize and prioritize work; coordinate a variety of projects simultaneously; and speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

TECHNOLOGY, DATA & ANALYSIS DIVISION

Senior Transportation Modeler

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Transportation Modeler Series in the Technology, Data & Analysis Division includes three levels of professional Transportation Modelers who prepare complex travel demand forecasting model applications for planning studies; maintain the model; and manage the Geographic Information Systems (GIS) database. The Senior Transportation Modeler has full responsibility for mid-size to larger projects.

Reports to: Deputy Director for Technology, Data & Analysis

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enhances and maintains Transportation Authority's activity-based travel demand forecast model and traffic microsimulation model. Manages enhancement and maintenance activities by Transportation Modelers, consultants and interns. Performs data analysis to enhance model capabilities including estimation and calibration of model components, developing and applying advanced statistical methods, scripting to automate model system data pipelines, and managing networks, land use, and other input and output data.
- Applies the Transportation Authority's activity-based travel demand forecast model and traffic microsimulation model to support development of the Transportation Authority's efforts such as the Countywide Transportation Plan, as well as to support other studies and activities for external agencies and clients. Manages application of the models by Transportation Modelers, consultants and interns.
- Leads research on key transportation issues including travel behavior choices and demand management, transportation network modeling, and emerging mobility technologies and services.
- Maintains Transportation Authority's data warehouse, including identifying data (including geospatial data) required to fulfill Transportation Authority responsibilities, developing protocols for data acquisition and management, collecting and acquiring data, coordinating with other agencies to facilitate data exchanges, incorporating data, analyzing data using advanced statistical methods, implementing back end technologies and optimizing data warehouse for performance and ease of use.
- Maintains, develops and applies Transportation Authority's web-based open-source data visualization platform to support both Transportation Authority staff requirements as well as the needs of external agencies and the public, including developing and applying new data visualization techniques and tools and establishing linkages with the Transportation Authority's data warehouse.
- Provides general modeling and geographic information system (GIS) assistance and input to other Transportation Authority divisions, external agencies and the public. Provides GIS and mapping services, and model results for various planning studies and strategic analysis reports.

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- Develops and tracks project budgets, scope and performance measures for mid-size planning studies; selects and manages consultants and contracts; facilitates technical and project meetings; reviews and reports on progress and deliverables; and corresponds with partnering agencies. Provides oversight of all project management activities assigned to staff.
- Prepares board memoranda and official Transportation Authority correspondence; makes presentations to the Transportation Authority Board and may represent the Transportation Authority before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as transportation planning, data science, computer science, information systems, civil engineering, geography or related field and three (3) year of experience in transportation planning, travel demand forecasting or GIS analysis for transportation planning purposes. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Knowledge of the principles, techniques and methods of transportation planning. Good understanding of the process of transportation data collection and travel behavior analysis to estimate and apply statistical models for travel demand forecasting purposes. Knowledge of activity-based travel model concepts and/or agent-based micro-simulation; computer system administration and maintenance; environmental impact assessment process per California Environmental Quality Act guidelines. Understanding of data analysis techniques and data management principles. Knowledge of program and project management principles and techniques used in leading and supporting multiple information technology programs and projects. Proficiency with standard computer spreadsheet, word processing, database management, and presentation software.

Skills and Abilities: Skilled in use of travel forecasting software packages such as Citilabs TP+, EMME, etc. Proficiency with computer programming languages such as Python, R, and C#; SQL for database management; ArcGIS and open GIS platforms. Basic skills for developing and maintaining web-based data visualization tools using Javascript, leaflet, D3, etc. Ability to not only learn new computer programming languages as needed but also to learn new statistical and machine learning techniques to wrangle with emerging big data sources. Ability to collect, analyze and interpret data pertaining to planning issues using appropriate methods, statistical techniques and data science tools such as Python Pandas library and R; summarize and present technical data and prepare written reports and recommendations; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

PLANNING DIVISION

Senior Transportation Planner

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Transportation Planner Series in the Planning Division includes three levels of professional Transportation Planners who manage planning and corridor studies and other planning projects, facilitate community outreach efforts, and represent the Transportation Authority on technical and policy advisory groups. The Senior Transportation Planner has full responsibility for mid-size to larger planning studies.

Reports to: Deputy Director for Planning

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collects, analyzes and interprets transportation data, designs surveys, develops long-range transportation planning priorities, summarizes data and prepares reports, and reviews transportation model inputs and outputs.
- Performs project management for planning and corridor studies. Duties include developing proposals; developing and tracking project budget, scope and performance measures; recommending and procuring consultant services; managing consultant and Transportation Authority staff team; reviewing and reporting on study progress and deliverables; applying for and managing of grants; corresponding with agency partners; and developing and implementing public outreach plans.
- Provides general planning assistance to Deputy Director and other Divisions, including providing input, policy guidance, reviewing and commenting on Transportation Authority initiatives and studies, including but not limited to, the Countywide Transportation Plan, Congestion Management Program, Prop K 5-Year Prioritization Programs and Strategic Plan.
- Prepares board memoranda and official Transportation Authority correspondence; makes presentations to the Transportation Authority Board and may represent the Transportation Authority before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as transportation planning, public policy or civil engineering; and three (3) years of progressively responsible experience in transportation planning, programming or funding. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

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Knowledge: Basic research methods and database management techniques; proficiency with standard computer spreadsheet, word processing, and presentation software; statistical and computational analysis principles and methods; advanced knowledge of transportation planning principles, techniques and methods; transportation funding and finance; and capital project development phases.

Skills and Abilities: Ability to collect, analyze and interpret data pertaining to transportation planning and programming of funds, information on transportation issues and related legislation using appropriate methods and statistical techniques; design surveys; develop long-range transportation planning priorities; identify project goals and performance measures; oversee and manage projects and consultants; facilitate meetings; summarize and present data and prepare written reports and recommendations, and outreach materials; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

POLICY & PROGRAMMING DIVISION

Senior Transportation Planner

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Transportation Planner Series in the Policy & Programming Division includes three levels of professional Transportation Planners who perform increasingly complex and sensitive tasks in the areas of policy, legislation, strategic financial planning, fund programming, and planning; facilitate community outreach efforts; and represent the Transportation Authority on technical and policy advisory groups. The Senior Transportation Planner has full responsibility for mid-size to larger projects and programs.

Reports to: Deputy Director for Policy & Programming

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops policy and programming recommendations for local, regional, state, and federal fund sources. Provides corresponding project delivery support including monitoring timely use of fund deadlines and assisting project sponsors (e.g. public agencies) with technical, planning, and administrative issues. Performs other tasks intended to facilitate project implementation and preservation of discretionary funds for San Francisco.
- Develops policies, funding strategies and legislation to advance Transportation Authority goals and objectives, including research and analytical support, advocacy before governmental agencies and community outreach.
- Provides policy, programming and funding input into the development of the Transportation Authority's various programs and plans including, but not limited to, the Countywide Transportation Plan, Congestion Management Program, and Prop K 5-Year Prioritization Programs and Strategic Plan.
- Provides policy and technical input into internal planning studies and/or may lead an internal planning study. Reviews and comments on external planning efforts.
- Perform grants allocation, management and oversight for mid-size to larger projects, including review of Prop K and Prop AA funding requests and preparation of staff recommendations for Board consideration and approval; review and approval of project progress reports and sponsor invoices checking for compliance with grant terms and conditions; review and recommend approval of sponsor requests for amendments to grant agreements.
- Prepares board memoranda and official Transportation Authority correspondence; makes presentations to the Board, Committees, and the public, and may represent the Transportation Authority before state, federal and regional agencies, boards, and commissions.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

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Training and Experience: Completion of a graduate degree in an appropriate discipline such as transportation planning, public policy or civil engineering; and three (3) years of progressively responsible experience in transportation planning, programming or funding. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Basic research methods and database management techniques; proficiency with standard computer spreadsheet, word processing, and presentation software; statistical and computational analysis principles and methods; advanced knowledge of transportation planning principles, techniques and methods; transportation funding and finance; and capital project development phases.

Skills and Abilities: Ability to collect, analyze and interpret data pertaining to transportation planning and programming of funds, information on transportation issues and related legislation using appropriate methods and statistical techniques; design surveys; develop long-range transportation planning priorities; identify project goals and performance measures; oversee and manage projects and consultants; facilitate meetings; summarize and present data and prepare written reports and recommendations, and outreach materials; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution 19-XX**



Job Description

FINANCE & ADMINISTRATION DIVISION

Staff Accountant

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Accountant Series in the Finance & Administration Division includes three levels of professional Accountants who process payroll, accounts payable, and accounts receivable, performs account reconciliations, prepares budgets and invoices used in billing federal, state and local agencies, handles cash management functions and assists in preparing supplemental schedules to support financial statements. The Staff Accountant assists in larger complex functions or has full responsibility for less complex functions.

Reports to: Controller

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares bi-weekly payrolls and maintains pay records for staff. Acts as liaison with Human Resources and the external payroll services provider on matters of personnel administration, coordination and maintenance of the payroll-personnel system. Assist in preparation of actuarial studies.
- Processes invoice payments to consultants and Prop K sponsors, requests for conference travel and staff reimbursements, including assignment of expense coding and drafting of payment checks or vouchers.
- Performs bank, cash and accounts reconciliations and provides analysis of available funds as required. Prepare monthly debt related journal entries. Propose adjustment of journals or transfer of entries for revenue or expenditure corrections.
- Assist the development of the annual and supplemental budgets. Monitors project budgets, ensures expenditures remain within budget, and shifts funds within guidelines; notifies managers of fund status and budget variances.
- Prepares less complex grant invoices and supporting documentation in accordance with funding agency agreements; prepares project adjustment for grant billing. Consults with project managers and external agency staff, and obtains and verifies information for the preparation of documents for reimbursement from various federal, state and local agencies. Prepares and submits reimbursement requests, along with required supporting documentation. Monitors outstanding billings and request payments; processes cash receipts.
- Assists in periodic financial reporting activities for divisions and project managers. Assists external auditors and managers in preparing supplemental schedules to support financial statements.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

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MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in a related field such as accounting, public administration, economics or public finance with concentration in business and one (1) year of experience in public, governmental, or private sector accounting is required. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge and understanding of basic accounting principles, practices, regulations and methods, including basic journal entries and preparation of bank reconciliations, as well as the financial statement reporting process; knowledge of federal, state and local procedures. Proficiency with standard computer spreadsheet, word processing, database management and presentation software.

Skills and Abilities: Ability to evaluate general ledger accounts; proficiency with computerized accounting systems, i.e., Microsoft Dynamic AX accounting software, or software of a similar degree of complexity; design and maintain a wide variety of statistical and narrative records and reports utilizing spreadsheet expertise; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

CAPITAL PROJECTS DIVISION

TIMMA Program Manager

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city. In 2014, the Transportation Authority was designated as the Treasure Island Mobility Management Agency (TIMMA) to develop a transportation plan to serve residents, businesses, and visitors of Treasure Island and Yerba Buena Island. TIMMA is working to help make Treasure Island a diverse, sustainable, and family-friendly transit-oriented community.

SUMMARY

The TIMMA Program Manager plans, organizes, oversees, coordinates, and manages the day-to-day operations of the Treasure Island Mobility Management Program.

Reports to: Deputy Director for Capital Projects

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, manages, and oversees the daily operations and activities of the TIMMA project, where work may be provided by professional contractors, consultants and/or Transportation Authority staff.
- Recommends, develops and implements goals, objectives, policies, and priorities for the smooth, efficient and effective operation of the TIMMA project; administers policies and procedures; updates as required.
- Develops standards and quality service level requirements for TIMMA operations.
- Develops, negotiates, and recommends the approval of contracts and cooperative agreements with other governmental agencies, consultants and private contractors as needed to provide TIMMA operation; ensures standards and quality service levels are built into contracts and performance is monitored and corrected as needed.
- Monitors monthly revenue from tolling, parking and other activities, makes recommendations for pricing changes as needed.
- Oversees and/or conducts analysis of TIMMA mobility programs and initiatives, revenue generation and resident and customer service activities; analyzes data, prepares staff reports and makes recommendations.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of TIMMA operations and revenue generating programs, service delivery methods, and procedures, marketing outreach programs and materials; identifies opportunities for improvement and makes recommendations to Transportation Authority executive management; implements approved changes.
- Provides highly complex staff assistance to the Deputy Director; develops and reviews staff reports, and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards, as well as the public.

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- Prepares Board memoranda and official Transportation Authority correspondence, and presents before management, the Transportation Authority Board, and other external agencies.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.

SUPERVISORY RESPONSIBILITIES: Supervises the TIMMA Systems Manager, external consultant teams, and service providers.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of an undergraduate degree in an appropriate discipline such as business or public administration, transportation planning, civil engineering, and eight (8) years of progressively responsible experience in transportation planning, programming or funding, special district, municipal or hospitality management, or contract management, including at least three (3) years of demonstrated experience in working with external organizations and stakeholders in the delivery and evaluation of public services. Experience in managing business improvement districts, capital development, public works/facilities maintenance and transportation demand management programs desirable. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of administrative principles and practices, including goal setting, congestion pricing and transportation demand management (TDM) program development, implementation, and evaluation, and project management. Principles and practices of public agency tolling and TDM operations, including toll collection and violation enforcement technology, parking and transit operations, fee generation and collection practices; customer service practices and procedures. Basic research methods and database management techniques; proficiency with standard computer spreadsheet, word processing, presentation and presentation software; and statistical and computational analysis principles and methods.

Skills and Abilities: Ability to recommend and implement goals, objectives, and practices for providing effective and efficient TIMMA operations. Effectively develop and manage contractors and consultants ensuring delivery of agreed upon service levels, within established costs and time parameters. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials; facilitate meetings; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

CAPITAL PROJECTS DIVISION

TIMMA Systems Manager

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city. In 2014, the Transportation Authority was designated as the Treasure Island Mobility Management Agency (TIMMA) to develop a transportation plan to serve residents, businesses, and visitors of Treasure Island and Yerba Buena Island. TIMMA is working to help make Treasure Island a diverse, sustainable, and family-friendly transit-oriented community.

SUMMARY

The TIMMA Systems Manager is responsible for the development, implementation, maintenance and upkeep of all systems and technology that supports the Treasure Island Mobility Management Program.

Reports to: TIMMA Program Manager

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, manages, facilitates and oversees identifying, analyzing and documenting tolling, parking and transit fare collection, equipment and systems operational requirements and enterprise system requirements for services provided by private contractors and consultants or for work performed directly by Transportation Authority staff.
- Facilitates and collaborates with private contractors and consultants or internal technology staff on the design, development, testing, release and maintenance of tolling, parking and transit fare collection system equipment, identifying, analyzing and documenting enterprise system integration requirements and resulting software/system solutions in support of the TIMMA project.
- Ensures the development, standardization, implementation and maintenance of systems, documents, processes and procedures, including disaster recovery capabilities, resulting in critical systems being secure, operational and continuously available for 24x7x365 tolling operation.
- Develops and standardizes procedures and methods to continuously monitor and improve the efficiency and effectiveness of tolling, parking and fare collection and enterprise system integration technology, policies and procedures; identifies opportunities for improvement.
- Participates in the identification and evaluation of private contractors, consultants and vendors to provide services to TIMMA; develops procurement and evaluation criteria and materials; performs price/cost analyses and assess the quality and suitability of proposed service contractors.
- Develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards, as well as the public.
- Manages day to day toll and parking revenue collection operations, congestion pricing technology and services installation and maintenance contract, technology and service support contracts, installation and maintenance of tolling, parking and transit fare collection activities.

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SUPERVISORY RESPONSIBILITIES: Supervises external consultant teams and service providers. May supervise interns.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of an undergraduate degree in computer science, information systems technology; software and computer systems technology, or a closely related field and five (5) years of increasingly responsible professional computer and information systems experience in a 24/7, mission critical revenue-generating business enterprise including three (3) years of experience supervising contract service providers. An equivalent combination of education and experience is acceptable.

Knowledge: Administrative principles and practices, including goal setting, tolling, parking and transit fare collection equipment and technology development, implementation, and evaluation, and project management; parking and transit systems architecture and components; principles and practices of enterprise systems, transaction framing logic, transaction processing and data flows, financial database management software and the application to finance and accounting programs, including report writing and basic SQL; customer service software and violation processing software and operations; system development life cycle requirements including requirements analysis, design, development, testing, implementation; monitoring and maintenance; conceptual and implementation background with Client/Server architecture; web development; SQL databases; LAN/WAN technologies; routing protocols; server technologies; virtualization technology; storage technologies; and security and access management applications.

Skills and Abilities: Ability to manage and monitor complex projects, on-time and within budget; evaluate and develop improvements in operations, procedures, policies, or methods; prepare clear and concise reports, correspondence, policies, procedures, and other written materials; analyze, interpret; conduct complex research projects, evaluate alternatives, summarize and present data and recommendations; facilitate meetings; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

TECHNOLOGY, DATA & ANALYSIS DIVISION

Transportation Modeler

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Transportation Modelers Series in the Technology, Data & Analysis Division includes three levels of professionals who prepare complex travel demand forecasting model applications for planning studies; maintain the model; and manage the Geographic Information Systems (GIS) database. The Transportation Modeler assists with larger or has full responsibility for smaller projects.

Reports to: Principal Transportation Modeler or Deputy Director for Technology, Data & Analysis

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enhances and maintains Transportation Authority's activity-based travel demand forecast model and traffic microsimulation model. Performs data analysis to enhance model capabilities including estimation and calibration of model components, developing and applying advanced statistical methods, scripting to automate model system data pipelines, and managing networks, land use, and other input and output data.
- Applies the Transportation Authority's activity-based travel demand forecast model and traffic microsimulation model to support development of the Transportation Authority's efforts such as the Countywide Transportation Plan, as well as to support other studies and activities for external agencies and clients.
- Supports research on key transportation issues including travel behavior choices and demand management, transportation network modeling, and emerging mobility technologies and services.
- Maintains Transportation Authority's data warehouse, including identifying data (including geospatial data) required to fulfill Transportation Authority responsibilities, developing protocols for data acquisition and management, collecting and acquiring data, coordinating with other agencies to facilitate data exchanges, incorporating data, analyzing data using advanced statistical methods, implementing back end technologies and optimizing data warehouse for performance and ease of use.
- Maintains, develops and applies Transportation Authority's web-based open-source data visualization platform to support both Transportation Authority staff requirements as well as the needs of external agencies and the public, including developing and applying new data visualization techniques and tools and establishing linkages with the Transportation Authority's data warehouse.
- Provides general modeling and geographic information system (GIS) assistance and input to other Transportation Authority divisions, external agencies and the public. Provides GIS and mapping services, and model results for various planning studies and strategic analysis reports.

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- Develops and tracks project budgets, scope and performance measures for smaller planning studies; selects and manages consultants and contracts; facilitates technical and project meetings; reviews and reports on progress and deliverables; and corresponds with partnering agencies. Provides oversight of all project management activities assigned to staff.
- Prepares or assists with preparation of Board memoranda and official Transportation Authority correspondence, and presents before management, the Transportation Authority's Citizens Advisory Committee, and other external agencies.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as transportation planning, data science, computer science, information systems, civil engineering, geography or related field and one (1) year of experience in transportation planning, travel demand forecasting or GIS analysis for transportation planning purposes. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Basic knowledge of the principles, techniques and methods of transportation planning. Basic understanding of the process of transportation data collection and travel behavior analysis to estimate and apply statistical models for travel demand forecasting purposes. Basic knowledge of activity-based travel model concepts and/or agent-based micro-simulation; computer system administration and maintenance; environmental impact assessment process per California Environmental Quality Act guidelines. Basic understanding of data analysis techniques and data management principles. Basic knowledge of program and project management principles and techniques used in leading and supporting multiple information technology programs and projects. Proficiency with standard computer spreadsheet, word processing, database management, and presentation software.

Skills and Abilities: Basic skills to use travel forecasting software packages such as Citilabs TP+, EMME, etc. Proficiency with computer programming languages such as Python, R, and C#; SQL for database management; ArcGIS and open GIS platforms. Proficiency with standard computer programs; spreadsheet, word processing, database management and other office administration software. Basic skills for developing and maintaining web-based data visualization tools using Javascript, leaflet, D3, etc. Ability to not only learn new computer programming languages as needed but also to learn new statistical and machine learning techniques to wrangle with emerging big data sources. Ability to collect, analyze and interpret data pertaining to planning issues using appropriate methods, statistical techniques and data science tools such as Python Pandas library and R; summarize and present technical data and prepare written reports and recommendations; speak effectively and write clearly and concisely

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$xxx.....Adopted Mo,Day,Yr.
Resolution 19-XX**



Job Description

PLANNING DIVISION

Transportation Planner

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Transportation Planner Series in the Planning Division includes three levels of professional Transportation Planners who manage planning and corridor studies and other planning projects, facilitate community outreach efforts, and represent the Transportation Authority on technical and policy advisory groups. The Transportation Planner assists with larger or has full responsibility for smaller planning studies.

Reports to: Principal Transportation Planner or Deputy Director for Planning

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collects, analyzes and interprets transportation data, designs surveys, develops long-range transportation planning priorities, summarizes data and prepares reports, and reviews transportation model inputs and outputs.
- Assists with or has responsibility for project management for planning and corridor studies. Duties include developing proposals; recommending consultant selection; developing and tracking project budget, scope and performance measures; grant application and management; managing consultant and Transportation Authority staff team; reviewing and reporting on study progress and deliverables; corresponding with agency partners; and develop and implement public outreach plans.
- Assists with or has responsibility for providing general planning assistance to the Deputy Director and other Divisions, including reviewing and commenting on studies, and providing input into the Countywide Transportation Plan, Congestion Management Program, Prop K 5-Year Prioritization Program and Strategic Plan.
- Prepares or assists with preparation of Board memoranda and official Transportation Authority correspondence, and presents before management, the Transportation Authority's Citizens Advisory Committee, and other external agencies.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as transportation planning, public policy or civil engineering; and one (1) year of experience in transportation planning, programming

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or funding. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Basic research methods and database management techniques; proficiency with standard computer spreadsheet, word processing, and presentation software; statistical and computational analysis principles and methods; advanced knowledge of transportation planning principles, techniques and methods; transportation funding and finance; and capital project development phases.

Skills and Abilities: Ability to collect, analyze and interpret data pertaining to transportation planning and programming of funds, information on transportation issues and related legislation using appropriate methods and statistical techniques; design surveys; develop long-range transportation planning priorities; identify project goals and performance measures; oversee and manage projects and consultants; facilitate meetings; summarize and present data and prepare written reports and recommendations, and outreach materials; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**



Job Description

POLICY & PROGRAMMING DIVISION

Transportation Planner

The San Francisco County Transportation Authority's is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Transportation Planner Series in the Policy & Programming Division includes three levels of professional Transportation Planners who perform complex and sensitive tasks in the areas of policy, legislation, strategic financial planning, fund programming, and planning and represent the Transportation Authority on technical and policy advisory groups. The Transportation Planner assists with larger or has full responsibility for smaller projects and programs.

Reports to: Principal Transportation Planner or Deputy Director for Policy & Programming

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with development of policy and programming recommendations for local, regional, state and federal fund sources. Provides corresponding project delivery support including monitoring timely use of fund deadlines; and assisting project sponsors (e.g. public agencies) with technical, planning, and administrative issues. Performs other tasks intended to facilitate project implementation and preservation of discretionary funds for San Francisco.
- Assists with or has responsibility for development of policies, funding strategies, and legislation to advance Transportation Authority goals and objectives, including research and analytical support, advocacy before governmental agencies and community outreach.
- Assists with or has responsibility for providing policy, programming and funding input into the development of the Transportation Authority's various programs and plans including, but not limited to, the Countywide Transportation Plan, Congestion Management Program, and Prop K 5-Year Prioritization Programs and Strategic Plan.
- Assists with internal planning studies, provides policy and technical input, and assists with community involvement efforts. Reviews and comments on external planning efforts.
- Perform grants allocation, management and oversight for projects, including review of Prop K and Prop AA funding requests and preparation of staff recommendations for Board consideration and approval; review and approval of project progress reports and sponsor invoices checking for compliance with grant terms and conditions; review and recommend approval of sponsor requests for amendments to grant agreements.
- Prepares or assists with preparation of Board memoranda and official Transportation Authority correspondence, and presents before management, the Transportation Authority's Citizens Advisory Committee, and other external agencies.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

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MINIMUM QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as transportation planning, public policy or civil engineering; and one (1) year of experience in transportation planning, programming or funding. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Basic research methods and database management techniques; proficiency with standard computer spreadsheet, word processing, and presentation software; statistical and computational analysis principles and methods; advanced knowledge of transportation planning principles, techniques and methods; transportation funding and finance; and capital project development phases.

Skills and Abilities: Ability to collect, analyze and interpret data pertaining to transportation planning and programming of funds, information on transportation issues and related legislation using appropriate methods and statistical techniques; design surveys; develop long-range transportation planning priorities; identify project goals and performance measures; oversee and manage projects and consultants; facilitate meetings; summarize and present data and prepare written reports and recommendations, and outreach materials; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$XX,XXX-\$XX,XXX.....Adopted Mo,Day,Yr.
Resolution XX-19**