

## Employment Opportunity

**Director of Fund Administration & Programming**      **\$111,567 to \$167,351 per year plus benefits**

**Application Process:** Applications will be accepted until Friday, May 11, 2012 or until the position is filled. Applications may be mailed or delivered in person. Call 909-884-8276 for application and requirements or visit our web site at <http://www.sanbag.ca.gov>

Complete the SANBAG application form. Provide a one-page written summary of your experience in the workplace and/or education relative to this position, describing work performed and the frequency. The information provided will be used to verify and evaluate the applicant's qualifications. Failure to complete the application and clearly demonstrate fulfillment of the minimum requirements will result in disqualification of the applicant. Resumes in lieu of an application and/or faxed applications will not be accepted. The successful applicant will be required to take a pre-employment drug test.

**Job Summary:** Under general direction of the Executive Director, supervises and directs the Fund Administration and Programming Department; provides technical and administrative support and policy recommendations to the Executive Director and the Board of Directors on transportation finance and fund administration, strategic allocation of federal, state, and local funds to SANBAG and member agency sponsored projects and programs, and transportation improvement program development. Responsible for supervision of fund administration and programming staff.

**Essential Functions** -- *This list is illustrative only and is not intended to be a comprehensive list of all functions and duties performed by an employee in this position. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to the following:*

- Provides consultation and advice to the SANBAG Board of Directors.
- Serves as the principal resource to the SANBAG Board for technical information and policy recommendations on regional transportation improvement and capital improvement programming and on strategies to maximize funding available to SANBAG from local, state, and Federal sources.
- Prepares and presents plans for the allocation, management and maximization of Federal and state resources.
- Directs and administers the Fund Administration & Programming Department; manages staff, assigns tasks, reviews staff work products, and evaluates performance.
- Prepares and presents agenda items, and provides staff support for the SANBAG Board and Policy Committees.
- Represents the Executive Director and SANBAG, and makes presentations to government agencies, public officials, community organizations, and business groups.
- Contacts and confers with state and Federal government agencies and elected officials to educate and advocate for support of SANBAG priorities.
- Researches, reviews and coordinates technical and policy issues; reviews and analyzes reports, policy positions, legislative proposals, and media reports.
- Responds to requests for information and presents SANBAG positions on transportation related technical and policy issues.
- Establishes and maintains effective working relationships with community leaders, and state and Federal transportation agency and legislative staffs.
- Performs other related duties as required.

**Travel:** Employee is required to possess a valid California driver's license and proof of automobile liability insurance; some travel to other parts of the state, the Southern California region, and throughout the County is required. Routinely required to participate in meetings with transportation funding agencies in Sacramento, California.

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### **Minimum Qualifications**

#### **Education, Training and Experience Guidelines**

Bachelor's Degree (Master's preferred) in Transportation Planning, Urban/Regional Planning, Public Administration, Finance, Engineering, or a related field; AND ten years of experience in transportation finance or regional planning; OR an equivalent combination of education, training and experience.

#### **Knowledge of:**

- Federal, state and local laws, regulations and rules governing public funding of transportation.
- Federal, state and local responsibilities in transportation funding, programming and review.
- Policies and procedures of the Federal Highway Administration and Caltrans.
- Procedures and practices of estimating the construction cost of transportation facilities.
- Principles, techniques, and strategies for negotiation and building consensus within diverse groups with complex goals.
- Community resources, governmental agencies, legislative processes, and business organizations involved with transportation issues.
- Public policy development principles, practices, and processes.
- Current legislative, political, and economic trends in state and Federal government.
- Principles and practices of government administration, including development of budgets and intergovernmental coordination.
- Business and personal computers, and standard software applications.

#### **Skill in:**

- Interpreting and applying state and Federal statutes, rules, codes and regulations.
- Preparing and submitting state and Federal grant applications.
- Analyzing legislative issues and developing recommendations.
- Building consensus and coalitions and leading diverse groups toward common goals.
- Working effectively in a public environment with changing priorities.
- Preparing and presenting information for diverse audiences.
- Speaking in public and effectively presenting SANBAG program information.
- Using initiative and independent judgment within established procedural guidelines.
- Using tact, integrity and good judgment in a variety of difficult administrative situations.
- Supervising staff and evaluating staff performance.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining effective working relationships with other employees, public officials, government agency representatives, and the public.
- Communicating effectively verbally and in writing.

#### **Work Environment:**

Work is performed in a standard office environment.

#### **Forward Application to:**

San Bernardino Associated Governments  
Attn: Terri Miyamoto  
1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
San Bernardino, CA 92410-1715

Visit SANBAG at <http://www.sanbag.ca.gov>

**“An equal opportunity employer.”**