

NOW RECRUITING

DIRECTOR OF PLANNING

Yolo Transportation District



WE ARE YOLOTD

Provide seamless, sustainable mobility solutions to help Yolo communities thrive.

Yolo Transportation District (YoloTD) is the driving force behind transportation in Yolo County. Yolobus, our flagship service, connects urban and rural communities, including Davis, Winters, West Sacramento, Woodland, Sacramento International Airport, and downtown Sacramento.

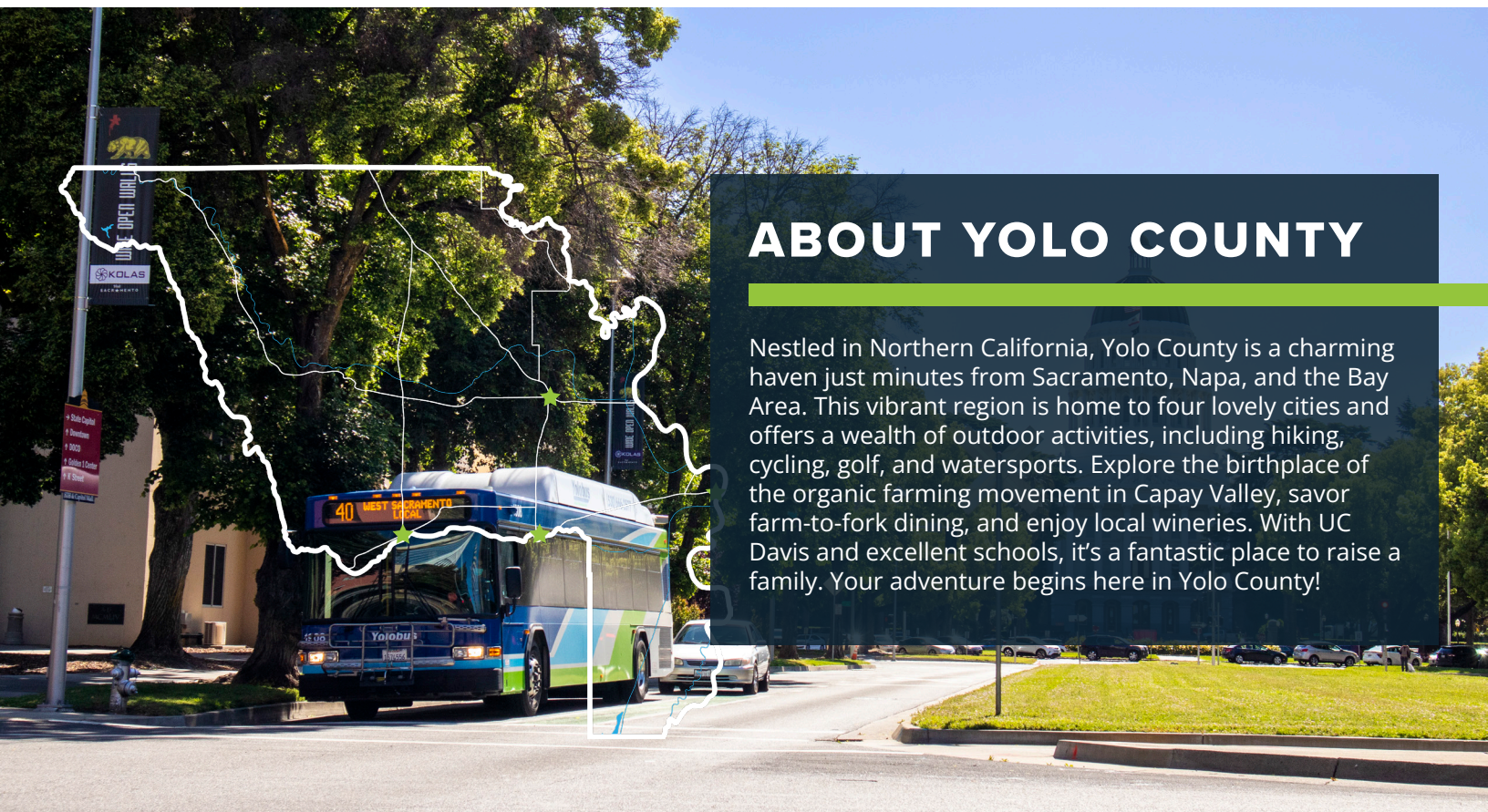
We are also Yolo County's primary multimodal transportation planning agency, collaborating with local, regional, state, and federal partners. Notably, we're working on a \$300 million project with Caltrans District 3 to enhance Interstate 80 in Yolo County. Additionally, we're developing a Countywide Active Transportation Plan to establish a network of secure biking and walking paths.

Our office is situated near Woodland's historic downtown, a great place to live and work. With 20 full-time employees and around 100 contracted staff, we ensure efficient public transit services. Our Board of Directors, representing various Yolo County cities, along with members from Caltrans and UC Davis, guides our initiatives. Join us in advancing Yolo County's transportation landscape.



ABOUT YOLO COUNTY

Nestled in Northern California, Yolo County is a charming haven just minutes from Sacramento, Napa, and the Bay Area. This vibrant region is home to four lovely cities and offers a wealth of outdoor activities, including hiking, cycling, golf, and watersports. Explore the birthplace of the organic farming movement in Capay Valley, savor farm-to-fork dining, and enjoy local wineries. With UC Davis and excellent schools, it's a fantastic place to raise a family. Your adventure begins here in Yolo County!





THE POSITION

Director of Planning

Under general direction from the Executive Director, the Director of Planning is responsible for overseeing the development of short and long-range transportation plans by directing the work of professional staff in the transportation planning department, as well as managing the work of consultants. The work requires knowledge of specialized areas of transportation planning policies, practices and regulations, as well as supervisory techniques, policies and procedures. The Director of Planning also may perform the duties of the Executive Director during their absence.



Distinguishing Characteristics

This position is YoloTD's lead for overseeing multimodal transportation planning, including fixed-route transit, on-demand transit, active transportation, transportation demand management and congestion management. This is an at-will position in accordance with the Personnel Policies.



Supervision Received and Exercised

The Director of Planning reports to the Executive Director and is responsible for the direct and/or indirect supervision and management of transportation planning staff. This includes both YoloTD employees and oversight for consulting contracts. Further, this position is a vital member of the executive staff team where they contribute to agency-wide priorities and initiatives.



Working Conditions

Normal working conditions for this position are in an office and field setting, with the option to work remotely up to two days per week. Business travel may be required between District sites, governmental agencies and other locations as required.

BENEFITS

Annual Salary

\$141,298 - \$170,839

The starting salary will be commensurate with the experience, qualifications, and skills of the successful candidate within the salary range.

Insurance

May participate in health, dental, and vision programs. The District pays approximately 90% of these premiums for employees and eligible dependents.

Pension

CalPERS 2.5% @ 55 for classic members and 2% @ 62 for new employees (employee pays the employee portion).

Deferred Compensation

Voluntary deferred compensation plan.

Paid Vacation

80 Hours Annually.

Paid Holidays

12 Days Annually.

Sick Leave

96 Hours Annually.

Floating Holidays

28 Hours Annually.

Management Admin Leave

40 hours (or 1-week) Annually.

Life Insurance

\$50,000 life insurance policy, optional pretax flexible spending account, and dependent care account.

Other Post Employment Benefits

Retiree Health.

ESSENTIAL DUTIES

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

- Oversees the development of multimodal transportation plans, programs, and policies.
- Oversees the planning, funding, design, and construction of transportation capital projects.
- Provides leadership and direction to the transportation planning department by setting priorities, developing workplans and budgets, and monitoring performance.
- Serves on the executive staff team, contributing to agency-wide priorities and initiatives.
- Recruits, supervises, trains and mentors professional staff, in accordance with YoloTD policy including establishing professional standards for work quality, quantity, performance, and accountability.
- Leads long-range transit planning processes including short range transit plan (SRTP) updates and periodic comprehensive operations analysis (COA).
- Oversees the development of the capital improvement plan, countywide transportation improvement plan, congestion management plan and/or other multimodal transportation plans.
- Communicates effectively and establishes strong working relationships with a wide variety of internal and external stakeholders, including staff and Board members, member jurisdictions, regional and state agency partners, NGOs and members of the public.
- Oversees the development of funding applications/ proposals, including detailed scopes of work, budgets, and partnerships to secure funding for priority projects.
- Oversees the collection and analysis of data and technical information pertaining to public multimodal transportation planning.
- Directly and indirectly manages consultant contracts, vendors, and partnerships for successful project completion.
- Coordinates with marketing and communications staff to ensure effective external communications and engagement around priority projects and planning efforts.



OTHER DUTIES

- Make public presentations on complex planning issues to the YoloTD Board, advisory committees, and public audiences.
- Oversees research, and analysis of relevant legislation, regulations, and industry developments and best practices that may impact transportation in Yolo County.
- Prepares, reviews, and approves detailed correspondence and reports.
- Serves as Executive Director during his/her absence and represents the Executive Director as assigned.
- Performs other related duties as assigned.



QUALIFICATIONS



Education/Experience

- Bachelor's Degree in Transportation, Urban Planning, Environmental Policy, Civil Engineering, or related field. Advanced degree in a relevant field and/or active participation in a professional society/organization is a plus.
- Minimum 6 years' prior directly relevant experience in transportation planning, land use planning, environmental planning, or closely related field and 3 years' minimum supervisory experience.

A combination of experience/skills and education to fulfill the requisite knowledge, skills, and abilities for this position may be considered.



Knowledge of

- Complex multimodal transportation planning issues, including planning and design of transit, active transportation, transportation demand management and congestion management policies, programs and projects;
- Working knowledge of relevant legal, federal, state, and local regulations, trends, environmental review processes (CEQA/NEPA), funding constraints and programs.
- Working knowledge of federal, state, and regional/local grantmaking programs in the transportation field
- Familiarity with Geographic Information Systems (GIS), Adobe Creative Suite (Illustrator, InDesign, Photoshop, and Acrobat) is a plus
- Bilingual/multilingual abilities are desirable though not required.
- Principles and practices of administration and organizational management, supervision, and budget development and monitoring.



Ability to

- Create and maintain good working relationships through excellent communication and teambuilding skills, including the ability to engage successfully with both internal and external contacts and the public around sensitive issues.
- Demonstrate strong analytical, critical thinking and problem-solving skills; gather, organize, analyze, and present facts and data to appropriate sources.
- Demonstrate strong communication skills, both verbal and written, including the ability to prepare and deliver clear and concise reports.
- Manage and maintain simultaneous, transitional, and emerging priorities.
- Demonstrate a desire to learn and grow professionally.



SUPPLEMENTAL INFORMATION

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must possess the ability to use the phone and computer for extended periods, manual dexterity to complete clerical functions and work with office equipment, and lift equipment up to 25 pounds on an occasional basis. The employee must be able to hear, see, and communicate verbally to exchange information. The employee must be able to physically travel between District locations and other

destinations, work in the evenings when required, and work in hazardous conditions. The employee may be subject to fumes, odors, dust, gases, and chemicals. The employee must be able to walk, climb, balance, bend, carry, push, reach, sit, and stand.

Machines / Tools / Equipment

- Ability to operate a personal computer and Microsoft Office Suite programs.
- Ability to operate standard office equipment, including a copy/scan machine and telephone.
- Ability to carry and operate a smartphone on-call device.

APPLY TODAY

Keep Yolo Moving Forward

To be considered, please submit a resume, cover letter, and application (Applications are available at YoloTD.org/Jobs). Applicants may submit their materials by:

EMAIL

jobs@yctd.org

IN-PERSON

350 Industrial Way
Woodland, CA 95776
(The YoloTD office is opened M-F, 9AM-4PM. We are closed between 12-1PM).

MAIL

ATTN Human Resources
350 Industrial Way
Woodland, CA 95776

The deadline to submit is on Monday, November 20, 2023.

If you have any questions regarding the recruitment, please contact:

Human Resources Department
350 Industrial Way, Woodland, CA 95776
(530) 661-0816 | jobs@yctd.org

At the Yolo County Transportation District, we are committed to fostering an inclusive and diverse work environment. We embrace and celebrate the unique qualities, perspectives, and experiences of our employees, which make our organization stronger. We are an equal-opportunity employer and do not discriminate on the basis of race, color, religion, sex, gender, marital status, national origin, age, mental and physical disability, or any other protected status. We believe in creating a workplace where everyone has an equal opportunity to contribute, grow, and thrive. We encourage all qualified individuals, including those from underrepresented backgrounds, to apply and join us in our mission to provide safe, efficient, and accessible transportation services for our community.