



**JOB DESCRIPTION**

JOB TITLE:	Capital Program Specialist
FLSA STATUS:	Exempt
REPORTS TO:	District Manager and Transportation Capital Program Manager
GRADE LEVEL:	14
SALARY RANGE:	\$67,878 - \$86,884
HIRING RANGE:	DOE

**ESSENTIAL FUNCTIONS:**

This position supports the Transportation Capital Program Manager and District Manager in the development and execution of a transportation capital improvement program. The primary responsibilities of this technical position include project management, project plan development, short and long-term capital programming, database development and management, data management, grant reporting and tracking, fund procurement, and expenditure tracking. The position also requires working with project contracts, independent contractors, grant agencies, the public, accounting staff, and land management and transportation agencies.

**POSITION SPECIFIC RESPONSIBILITIES:**

- Budget forecasting, reviewing and analyzing allocation of resources (human and fiscal) and leveling of resources, including assisting with development of annual work program and budget
- Assist with tracking capital schedules, revenues and expenditures, identifying realistic and foreseeable revenue streams
- Help with quality control/quality assurance on budget figures developed by Program Manager for inclusion into grants
- Identify, request, and administer grants
- Track and forecast expenditures and reimbursements of grants so as to not cause delays in the project schedules
- Work with the Program Manager to gather and present data, along with displays/figures and narrative, in various formats
- Assist or lead with presentations to local, state, and/or regional boards for funding requests and reports on existing funding
- Administer and monitor consultant contracts relating to projects
- Prepare reports, contract task orders, correspondence and written recommendations concerning transportation related projects, grant applications and related materials
- Other duties as assigned to support organization and staff

### KNOWLEDGE/SKILLS:

- BA/BS in Public Administration, Engineering, Natural Resource Management, Accounting, or closely related field
- Minimum of five years of experience with increasing levels of responsibilities, experience in management and/or oversight of complex projects with multiple stakeholders and objectives (i.e., regional planning / resource management) and multiple funding sources, particularly public funding sources and associated requirements
- Excellent organizational and project/program management skills
- Strong communication and interpersonal skills
- Strong computer skills; proficiency in MS Office, including Excel, Access, Project; and familiarity with Primavera
- Strong facilitation and negotiating skills
- Strong analytical and forecasting/planning skills
- Communicates effectively both verbally and in writing

### ABILITIES:

- Work independently, and as a team member, balancing multiple priorities
- Develop and maintain effective working relationships with those contacted in the course of work, including a variety of County and other government officials, community groups, and the general public, through collaborative leadership
- Work under pressure
- Analyze, problem solve, and develop win/win solutions

### ANALYSIS:

Gathers and interprets data dealing with complex problems and situations. Uses complex math. Require some mathematical analysis.

### DECISION MAKING:

Utilizes judgment and common sense in balance with analytical rigor in interpreting general agency guidelines when making decisions. Ability to exercise flexibility in thought-process, and , at times, suggest to senior management non-standard solutions tailored to specific circumstances. Make project level decisions and represent TTD in a variety of public and political settings and meetings.

### DEPARTMENT MANAGEMENT:

Manages a variety of scale projects from small to large projects and/or program with moderate to high complexity. May include complex multi-agency and public policy issues.

### PROJECT MANAGEMENT/CAPITAL PROGRAM MANAGEMENT:

Acts as project coordinator or project leader. Work with more senior project manager on capital program management development and oversight.

### COMMUNICATION LEVEL:

Requires ability to influence and motivate via verbal and/or written communication. Makes presentations at large or influential public forums on highly controversial issues. Presentations may involve creation of solutions with negotiations.

WORKING CONDITIONS/PHYSICAL EFFORT:

Work is performed in a typical office environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. This position requires incumbents to be available to work a variety of work hours to meet the job requirements which may include working on weekends, evenings and overtime.

BENEFITS:

District employees receive vacation and employee medical, dental, vision, life insurance and short term disability. The District contributes 8% of employee compensation into a Social Security replacement plan and 4% of employee compensation into a retirement plan. The employee can contribute voluntarily to a 457(b) deferred compensation plan.

APPLICATION PROCEDURE:

Any qualified person interested in this position should submit their resume and application to DeDe Aspero, Tahoe Transportation District, P. O. Box 499, Zephyr Cove, Nevada 89448 or email to [daspero@tahoetransportation.org](mailto:daspero@tahoetransportation.org).