



Nevada County Transportation Commission (NCTC)

Seeking applicants for
Deputy Executive Director



Applications due:
January 21, 2022

About NCTC

Nevada County Transportation Commission (NCTC) is a Regional Transportation Planning Agency (RTPA) created pursuant to Title 7.88 of the State of California Government Code, Section 67920.

As the RTPA for Nevada County, NCTC coordinates transportation planning for Grass Valley, Nevada City, Nevada County and the Town of Truckee.

The mission of Nevada County Transportation Commission is to plan, communicate and coordinate with the citizens and decision-makers of Grass Valley, Nevada City, Nevada County, the Town of Truckee, and with Caltrans to identify transportation needs, propose solutions, and assist in implementing projects to create a balanced regional transportation system, while protecting the rural qualities and historic character of Nevada County.



About the Position

The Deputy Executive Director, under the direction of the Executive Director, plans, directs, and executes many of NCTC's work program efforts; provides professional staff support and consultation to the Executive Director and the Commission; participates in the development of long and short term planning activities; performs a variety of complex project management activities to support the timely and cost-effective execution of NCTC-led transportation projects and programs; oversees and supervises the transportation planning staff and consultants, and leads inter-agency project development teams for major initiatives; and provides highly responsible and complex administrative support to the Executive Director and Board Commissioners.

NCTC is a rural transportation agency with many irons in the fire and we are looking for someone who is up to the challenge. Our expectation is to hire a highly organized candidate with excellent project management skills, who has demonstrated the ability to find ways through challenges and obstacles to get the job done. The ideal candidate is a seasoned transportation professional whose leadership inspires confidence and has the broad skill set needed to tackle the ever-changing state transportation policies, especially when it comes to funding opportunities.

Salary and Benefits

\$112,451 - \$136,684 annually (Placement in the salary range is dependent upon the qualifications of the successful candidate.)

- NCTC provides a generous benefit package including: Health, dental, and vision benefits, and defined employer contributions to deferred compensation benefit through Mission Square Retirement.
- Annual leave includes: 13 paid holidays (5 floating), 96 sick leave hours, and 80 vacation hours (increases at year 4).

Knowledge of:

Principles, practices, and techniques of developing, implementing, and maintaining regional transportation plans, programs, and projects; Principles and practices of public administration, governmental budgeting, policy development, and project implementation; Methods and techniques for goal setting and program evaluation; Local and state legislative processes; Principles of effective public relations and interrelationships with community groups and agencies, the private sector, and other levels of government; Methods and techniques of supervision, training, and motivation; Applicable federal, state, and local laws, codes and regulations, including CEQA (California Environmental Quality Act); Principles and practices of grant administration; Methods and techniques of scheduling work assignments; Occupational hazards and standard safety practices.

Ability to:

Plan, direct, and oversee regional planning operations and activities; Provide effective leadership and coordination for all programs and projects; Develop and implement policies, procedures, and standards pertaining to the transportation planning process; Properly interpret and make decisions in accordance with laws, regulations, and policies; Prepare clear and comprehensive written reports; Represent the Commission to the general public, representatives of other agencies, and the news media; Facilitate group participation and consensus building; Plan, organize, train, evaluate, and direct work of staff and outside consultants; Interpret, explain, and apply applicable laws, codes, and regulations; Read, interpret, and record data accurately; Organize, prioritize, and follow-up on work assignments; Work independently and as part of a team; Make sound decisions within established guidelines; Analyze complex issues and develop and implement appropriate responses; Observe safety principles and work in a safe manner.

EDUCATION AND EXPERIENCE

Bachelor's degree in Public Administration, Regional Planning, Business Administration, or a related field is required. At least five (5) years of transportation planning experience with at least two years in a manager, supervisor or senior level position, is required.

Application Submission:

Date: 1/21/2022 - Application form, resume, and addenda must be submitted to nctc@nccn.net by 4:00 p.m.

Date: TBD - Preliminary Interviews via Zoom

Date: TBD - Final Interviews (if needed)

Contact Information:

Mike Woodman, Executive Director
530-265-3202
mwoodman@nccn.net

NCTC
101 Providence Mine Rd
Suite 102
Nevada City, CA 95959



Application Package:

- ❖ *Application Form*
 - ❖ *Resume*
 - ❖ *Three work-related references*
 - ❖ *Addenda addressing the following three bullets (two page maximum)*
- Experience in programming and delivering transportation projects, including your role in developing funding strategies, environmental goals, developing agreements, and ensuring the project was delivered on time and on budget.
 - Experience and roles in leading multi-agency/multi-county work teams responsible for the development of funding priorities, comprehensive multimodal corridor plans, and capitol improvement programs.
 - Experience and role in actively representing your agency at area or statewide working groups.

Why you should join the NCTC crew...

There are major transportation challenges and opportunities facing Nevada County, but the implementation of SB 1 competitive funding programs and the ongoing focus on the affects of climate change and improving multimodal safety and operations of the regional transportation system will provide exciting opportunities for the next Deputy Executive Director. Just as important, the Deputy Executive Director will have the benefit of a highly effective team of professionals supporting them.

The County is comprised of breathtaking scenery, rich history, and year-round recreation for all. Nevada County has something for everyone. The NCTC office is located in the historic town of Nevada City.