



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

March 10, 2023

TITLE: Policy Program Manager, Caltrain Policy & Programming
EMPLOYMENT TYPE: Exempt
DIVISION: Caltrain Planning
APPLICATION DEADLINE: **Sunday, April 2, 2023**
PAY RANGE: \$2342 - \$3513 weekly (\$121,792 - \$182,688 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: This Policy Program Manager reports to the Deputy Director, Caltrain Policy Development and is responsible for management of strategic transit policy and programming for the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Manage Caltrain policies, strategic initiatives, and short- and long-term rail plans, projects, and programs. Monitor policy adherence and suggest areas for process improvement and adjustment.
- Direct project scopes, methodology, evaluation criteria, budgets, and schedules for projects related to strategic planning and programming for Caltrain. Communicate progress and results to internal stakeholders and to external entities and the public.
- Manage Caltrain representation on regional studies, programming, and policy initiatives.
- Manage required local, regional, State, and federal reports, such as Short-Range Transit Plans, Regional Transportation Plan submittals, and others.
- Direct forecasting efforts for Caltrain, including medium- and longer-term ridership projections and operating and capital needs forecasts, in close coordination with other planning staff, departments, partner agencies, and consultants.
- Lead Caltrain grant applications and funding requests.
- Effectively communicate complex policy issues through writing and presentations. Prepare reports and presentations and communicate with senior staff, Board of Directors, committees, outside public agencies, and city councils; respond to requests for information.
- Manage strategic working relationships with internal and external partners. Develop appropriate processes to support stakeholder involvement and input.
- May supervise staff, as needed. Hire, mentor and take appropriate corrective and/or disciplinary action as needed. Ensure EEO and affirmative action policies and procedures are followed. Participate in staff selection; coordinate staff training and professional development as needed. Establish performance objectives; monitor and evaluate employee performance as needed.

EXAMPLE OF DUTIES:

- Direct schedules, scopes, and methods for providing planning services; manage consultant teams; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Make policy recommendations for on-going initiatives and/or projects for Caltrain.
- Manage the selection and performance of consultant contract services for technical support; approve and monitor project schedule to ensure timely completion in accordance with agency standards.
- Maintain and update existing Caltrain planning policy tools, such as the Rail Corridor Use Policy.
- Create stakeholder processes for projects and closely coordinate and communicate with internal and external stakeholders on Caltrain policies, projects, and plans.
- Prepare reports and visual materials; communicate with public agencies, officials, senior staff, Board members, and outside agencies and committees.
- May supervise and evaluate job performance of staff, including professional development of staff through the identification of on-the-job and other professional development opportunities.

San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306

- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Deputy Director, Caltrain Policy Development who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- A Bachelor's degree in urban planning, transportation planning, transportation engineering, economics, public policy, or related field.
- Five (5) years of full-time progressively responsible planning experience in the above disciplines or a combination of education and experience demonstrating the ability to successfully perform the essential functions of this position.

PREFERRED QUALIFICATIONS:

- A Master's degree in urban planning, transportation planning, transportation engineering, economics, public policy, or related field.
- Excellent analytical, written, and verbal communication and presentation skills
- A valid California driver's license with a safe driving record
- Strong autonomy and relationship management skills
- Proficiency in Microsoft Office applications
- Intermediate/advanced MS Project experience

SELECTION PROCESS:

The process may include a written and skills test assessments or supplemental questions and will require a panel interview. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS:

For further Benefits details please go to: <https://www.caltrain.com/about-caltrain/jobs/employee-benefits>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year.
Cafeteria Plan:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free Transportation for Employees on Caltrain. Free bus transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"> ○ Classic Members – 2% @ 60 benefit formula, 3-year average of highest compensation ○ New Members – 2% @ 62 benefit formula, 3-year average of highest compensation

HOW TO APPLY:

- To apply, please visit the <https://www.caltrain.com/about-caltrain/jobs>. Complete an online employment application and supplemental questionnaire by 11:59 pm on **Sunday, April 2, 2023**. A resume will not be accepted in lieu of the application and supplemental questionnaire (If required). Incomplete application will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.