



April 2026  
FLSA: Exempt  
Grade Level: 58  
Salary Range: \$98,690 – \$129,868

## CAPITAL PROGRAM MANAGER

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and manages the District's Capital Improvement Program (CIP), including oversight of project management functions; develops technical and strategic approaches to implement transportation and transit projects and programs; makes recommendations on organizational, financial, and procedural issues; represents the District on transportation and program matters to the public, other governmental agencies, community groups, and transportation organizations; provides complex and responsible support to the Deputy Executive Director in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Deputy Executive Director. Exercises direct supervision over technical and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a program management classification responsible for planning, organizing, and managing the District's Capital Improvement Program. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include program budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to capital improvement projects. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Plans, manages, and oversees the daily functions, operations, and activities of the District's Capital Improvement Program (CIP), including management of complex transportation capital projects.
- Participates in the development and implementation of program goals, objectives, policies, and priorities; recommends within District policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of Capital Improvement Project budgets; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding; tracks project expenditures and contractor performance; reviews and approves invoices and revenue expenditures.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.

- Develops, reviews, and manages requests for proposals and requests for qualifications for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with District specifications and service quality.
- Reviews and provides input on consultant reports including corridor plans, feasibility studies, National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA), and Tahoe Regional Planning Agency (TRPA) environmental documentation, permitting, surveys and right-of-way data, geotechnical reports, drainage reports, utility reports, and other technical reports for the engineering and construction of transportation projects.
- Leads development and implementation of a regional parking program, including infrastructure needs and limitations; parking and enforcement operations; recommends parking pricing and revenue and expenditure models; fiscal analysis; staff hiring, training, and oversight; addresses customer relations; technical challenges; and expansion considerations.
- Develops or coordinates grant applications submitted by regional partners including purpose and need, scopes of work, budgets, supporting data, and letters of support from regional and federal delegation partners; seeks matching funds from partners; and develops grants associated with work programs.
- Facilitates Corridor Management Team meetings; develops meeting agendas, presents project-related information, facilitates discussion on corridor operating strategies, and makes recommendations to the Board.
- Ensures compliance with local, state, and federal transportation program regulatory requirements, including but not limited to monitoring reports, performance audits, and related record keeping.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other District departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary; represents the District on behalf of member agencies on issues related to regionally significant highway, streets and roads, and bicycle issues.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in public transit and transportation infrastructure; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations, proposed legislation, and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility, including Federal Highway and Federal Transit Administration policies and procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Public outreach methods, as well as social and political issues associated with implementation of transportation projects and programs.
- Principles and practices of public administration with an emphasis on financial and budgetary analysis, preparation, and control.
- Principles of transportation project management and delivery.
- Current trends and methods in transit/transportation planning, including forecasting, data collection, and analysis.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, legislative developments, funding sources at the federal, state, and local level, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports and general business correspondence.
- District and mandated safety rules, regulations, and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Plan, organize, oversee, and manage a comprehensive transit capital improvement program.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Perform high-level mathematical modeling.
- Prepare and conduct effective presentations for the Board as well as a variety of commissions, City Councils, Boards of Supervisors, and other public and private groups as needed.
- Make or suggest non-routine decisions on a regular basis dealing with highly complex, technical, and/or controversial issues that impact many programs and agencies.
- Perform an extensive range of complex duties in transit/transportation project implementation and analysis.
- Review and provide guidance on environmental mitigation for projects and programs.
- Serve as a head of multiple complex projects or programs.
- Perform complex negotiations on highly controversial multiagency issues of the largest scope possible.
- Administer and negotiate contracts; evaluate effectiveness of contract services provided.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in transportation or urban planning, transportation engineering, urban geography, environmental studies, or a related field.

Experience:

- Seven (7) years of increasingly responsible professional experience in large scale transportation project management, regional transportation planning, or related transportation work, including experience at the local or regional level, of which three (3) years should be in a management or supervisory capacity.

**Licenses and Certifications:**

- Possession of a valid California or Nevada Driver's License, to be maintained throughout employment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification require field work at construction sites, or proposed sites, and at parking lots. It requires the ability to bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.