

MANAGEMENT ANALYST - TRANSPORTATION

BASIC FUNCTION: Under general supervision of the Director of the Transportation Department and CV Link Program Manager, assists in managing and coordinating contracts and programs related to transportation activities necessary to plan, administer and implement the Coachella Valley Transportation Program.

REPRESENTATIVE DUTIES: Responsibilities may include, but are not limited to the following:

- Manage contracts with architectural, engineering, planning, environmental and other consultants performing work for CVAG or its member agencies, including budget tracking, reviewing invoices and progress reports, processing invoices for payment, coordinating contract changes of scope, negotiating change orders, and monitoring and evaluating consultant performance.
- Monitor project schedules of consultants through close out of projects; prepare and monitor project budgets and expenditures; comply with state and federal billing and reporting procedures.
- Monitor and ensure contract compliance with all quality assurance policies and procedures; sustain internal policies and procedures regarding contract management.
- Coordinate and prepare funding agreements; negotiate cooperative agreements with other agencies.
- Conduct technical studies and prepare reports related to traffic monitoring and management, collisions, and automobile, pedestrian, bicycle, public transit, and other low emissions forms of transportation, or other specialized topics as assigned.
- Gather technical data for a variety of transportation/engineering planning projects; provide technical expertise to CVAG's member agencies and the public.
- Prepare staff reports for, and give presentations to, CVAG committees and member agencies.
- Conduct meetings to monitor transportation projects and gather input from CVAG member agencies; assist in answering questions and providing information relating to CVAG's Transportation Department programs, projects and policies.
- Ensure compliance with Caltrans programs, policies, and procedures.
- Prepare applications for grant funds, manage grant contracts, process reimbursement requests, prepare progress reports, and comply with all state and federal grant administration and reporting requirements.
- Assist with policy development and implementation strategies and prepare and present reports related to the administration of the Coachella Valley Transportation Program.
- Prepare Requests for Qualification/Proposals, evaluate proposals and conduct interviews.

- Compile data for preparing estimates; prepare bids and specifications, review bid packages for conformity to agency requirements and prepare progress reports.
- Assist in the development of the Department's work plans and annual budget; provide support to coworkers and maintain efficient relationships with all clients.
- Prepare transportation agendas and perform administrative duties, as needed.
- Perform special assignments as directed by the Director of the Transportation and CV Link Program Manager, upon request.

MINIMUM QUALIFICATIONS: Bachelor's Degree or four years of increasingly responsible experience in described duties. Outstanding organizational and project management skills. Knowledge in legal issues involving governing contracts and management a plus. Proficiency in computer skills, including word processing, preparing spreadsheets, project management and scheduling programs. Have sound management and interpersonal skills, with an ability to work as an individual contributor and team player. Ability to communicate and respond to inquiries in a timely and professional fashion. Have good decision-making skills to resolve conflicts.

LICENSES AND CERTIFICATES: Valid California Driver's License.

CLASSIFICATION: 2

WORK HOURS: This position is part-time: 20-25 hours per week.

BENEFITS: This position does not provide medical insurance benefits.

PHYSICAL CONDITIONS: Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time.