



DATE: DECEMBER 2022

Program Manager – CV Sync

POSITION OVERVIEW

Under general supervision or direction, performs analysis and coordination to support the implementation of regional synchronization of traffic signals, the modernization and standardization of hardware and software, and future of intelligent transportation system infrastructure (ITS) in the Coachella Valley; coordinates Regional Traffic Management Center (RTMC) and local Traffic Operation Centers (TOC) to monitor and control connected traffic signals; conducts research and analysis to help determine regional system enhancements and operations and maintenance needs; and performs related duties as assigned.

JOB DUTIES

*In addition to the job duties outlined in the **Program Manager** classification specification, the following are typical duties performed within this assignment. The duties specified below are representative of the nature and level of duties of this assignment and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar and related to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.*

- Provides a variety of analytical and technical support to assigned program manager by conducting research, data analysis, budgetary and program analysis, contract administration, performance monitoring of regional synchronization of traffic signals, the modernization and standardization of hardware and software, and future of intelligent transportation system infrastructure (ITS) in the Coachella Valley.
- Completes various analyses for assigned programs including, managing program budgets, assessing level of costs to goal attainment, and developing and monitoring performance metrics.
- Coordinates Regional Traffic Management Center (RTMC) and local Traffic Operation Centers (TOC) with local jurisdictions, transit operators, and other local agencies to monitor and control connected traffic signals.
- Manages the bid process and contracts for consultant services, including preparing estimates, bids, specifications, and requests for qualifications/proposals, evaluating proposals and bid packages, conducting interviews, reviewing invoices and progress reports, processing invoices for payment, coordinating contract changes of scope, negotiating change orders, and monitoring and evaluating consultant performance.
- Monitors project schedules of consultants; prepares and monitors project budgets and expenditures; complies with state and federal billing and reporting procedures.
- Monitors and ensures contract compliance with all quality assurance policies and procedures as well as internal policies and procedures regarding contract management.
- Coordinates and prepares funding agreements; negotiates cooperative agreements with other agencies.
- Provides technical expertise to CVAG's member agencies and the public.
- Conducts meetings to monitor regional system enhancements and operations and maintenance needs and gather input from CVAG committees and member agencies; assists in answering questions and providing information relating to CVAG's programs, projects, and policies.

- Ensures compliance with California Department of Transportation (Caltrans) programs, policies, and procedures.
- Researches, applies for, and administers grants post-award; prepares and submits reimbursement and/or progress reports to grantor agencies in compliance with funding requirements.
- Assists with policy development and implementation of strategies.
- Prepares and presents reports related to the administration of the Coachella Valley Transportation Program.

QUALIFICATIONS

Knowledge of:

- Techniques for monitoring performance of regional synchronization of traffic signals, the modernization and standardization of hardware and software, and future of ITS.
- Operations of RTMC and local TOC used to monitor and control connected traffic signals.

Ability to:

- Perform research, data analysis, budgetary and program analysis, contract administration, and performance monitoring.

Minimum Qualifications

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 and Work Experience: Equivalent to a Bachelor's Degree in an Engineering or Computer Science or a closely related field preferred, and five (5) years of full-time demonstrated professional experience in a traffic operations environment or control room in a public service environment.

Licenses and Certifications:

- Possession of an appropriate valid driver's license to be maintained throughout employment.