NORTH CENTRAL REGIONAL TRANSIT DISTRICT

Strategic Initiatives and Planning Manager

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The North Central Regional Transit District (NCRTD) was formed in 2004, as New Mexico's first regional transit district and provides transit services within the counties of Los Alamos, Rio Arriba, Santa Fe and Taos, covering a 10,079-square mile area, with an approximate population of 289,441. NCRTD's vision is to be the leading rural public transportation organization connecting communities and enhancing cultural, environmental, social, and economic opportunities for the betterment of our region.

North Central New Mexico is a four-season recreational paradise offering a wide variety of outdoor pursuits. In warmer months, the area boasts some of the best fly-fishing, mountain biking, rock climbing and horseback riding in the world. Outdoor enthusiasts also enjoy camping, boating, white-water rafting, hiking, wind surfing, swimming, water skiing and even hot-air ballooning. During the winter months, powdery snow beckons skiers and snow boarders to the resorts of Taos Ski Valley, Ski Santa Fe, Angel Fire Resort, Red River, and many others.

ABOUT THE POSITION

This is a unique opportunity to be part of the NCRTD leadership team. The position reports directly to the Executive Director and is one of five department heads. The position will involve various essential functions which include but are not limited to:

STRATEGY & PLANNING:

- Provides support to the Executive Director in efforts to strategically and innovatively position the District for advanced transit systems.
- Provides support as a catalyst to implement a continuous improvement process and initiatives for operations, administration, and customer experience as the District fulfills its mission.
- Works closely with the Management Team to build and enhance the team's capacity, coordination and capability.
- Responsible for the development of strategic plans, policies and targets to achieve and implement the District's Service Plan and Strategic Long-Range Plan and goals.
- Manages planning studies through assigned staff including coordinating and providing staff lead on interagency review of jurisdictional updates of transportation plans; developing tasks and coordinating long-range planning, implementation and facility siting studies; facilitating the update of the short-term transit service plan; and performing other related activities.
- Performs and manages transportation demand management planning activities through assigned staff.

PROJECT MANAGEMENT & GRANTS:

- Coordinate operational and/or administrative projects including service restructuring plans and activities related to service changes; direct or perform studies of transit routes and service plans; assess and implement services changes; conduct cost analysis for new and existing routes; perform complex data analysis and analyze performance data.
- Perform grant research, prepare and submit applications, monitor compliance with grant specifications and conditions.
- Prepare project scope for Requests for Qualifications and Requests for Proposals to solicit service for the NCRTD. Assess and evaluate RFP/RFQ responses and participate in the decision-making process as requested.

COMMUNITY DEVELOPMENT:

- Develop strong relationships and with private and public sector partners.
- Represent the District at various stages in the regional transportation planning process with the Northern Pueblos Regional Transportation Planning Organization. May periodically represent NCRTD at the Santa Fe Metropolitan Planning Organization and the Mid-Region Council of Governments.
- Facilitate Tribal subcommittee meetings and act as Tribal liaison.
- Represent NCRTD at various municipal and government events and efforts.
- Guide decisions regarding the provision of the transit services with insight into operational/functional impacts; prepare analysis and appropriate responses; support activities related to the development of transit/transportation plans and programs, support strategic planning and the development and implementation of short term and long-range goals.

THE IDEAL CANDIDATE

The successful candidate:

- A team player, self-starter and problem solver.
- Creative, forward-thinking, intuitive, sensitive and flexible relative to organizational initiatives.
- Possess outstanding judgement, project management, organizational and communication skills.
- Possess strong ethics, is open, honest and responsive.
- Recognizes the importance of the Districts Mission, Vision and Values.
- Understand the principles and practices of public transit systems and planning.
- Is skilled in managing projects, takes a visionary approach and is in tune with long-term issues.
- Possess strong interpersonal skills and the ability to relate to a diverse workforce and community.
- Is innovative and entrepreneurial.

COMPENSATION AND BENEFITS

NCRTD offers a competitive salary range up to $96,000 for the right candidate, DOE. NCRTD participates in the Public Employees Retirement Association of New Mexico. The District provides excellent leave and insurance benefits, a 9/80 modified work schedule and relocation expenses.

EDUCATION & EXPERIENCE

The successful candidate must have a Bachelor's degree in Transportation, Public Administration, Transportation Planning, Business or a related field. Five (5) years of verifiable professional Planning or related operational/administrative experience; two (2) years of supervisory experience, preferred OR a Master's degree in one of the specified fields with two (2) years of professional experience OR an equivalent combination of education and experience.

APPLICATION PROCESS

This position will remain open until filled, however first review of applicants will take place the week of March 16, 2020. To be considered, submit a cover letter, list of six work-related references (who will not be contacted without prior notice), and a resume that reflects the size of staff and budgets you have managed.

Submit the requested materials to: https://secure.cpshr.us/escandidate/JobDetail?ID=630

Kylie Wilson
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Email: kwilson@cpshr.us
Website: www.cpshr.us

The NCRTD is an EEO/AA Employer. Title II of the American with Disabilities Act and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of disability in public programs. Individuals with disabilities who need reasonable accommodation to participate in the hiring process or who require information in an alternative format must include this request in their letter.