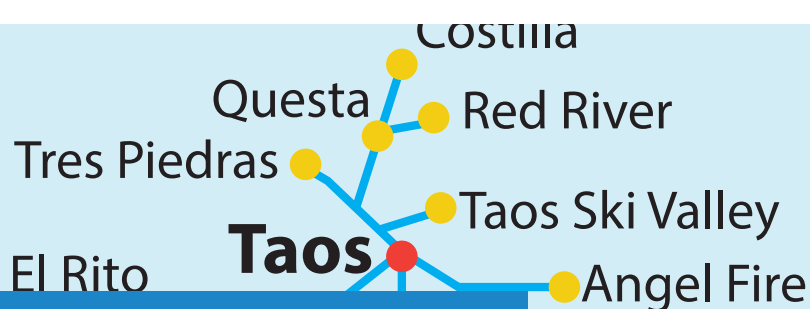




Tierra Amarilla



## Transit Planning, Projects & Grants Manager



**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, soaring 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 position reports directly to the Executive Director and is one of five department heads and is a key part of leading and directing the District. The position will involve various essential functions which include but are not limited to:**

- Manages major planning studies through assigned staff including coordinating and providing staff lead on interagency review of jurisdictional updates of transportation plans;
- Performs and manages transportation demand management planning activities through assigned staff, which includes: reviewing and commenting on proposed land use developments or road projects; reviewing and commenting on comprehensive plans of communities served by the District to ensure the inclusion of a transit plan element; promoting the incorporation of pro-transit policies and programs; facilitating economic opportunities in communities served by the District; reviewing and implementing bus stop locations; and performing other related activities.
- Coordinate major special 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; conduct cost analysis for new and existing routes; perform complex data analysis and analyze performance data.
- Coordinate special projects as directed including ensuring District's compliance with the Americans with Disabilities Act; Federal, State and Agency regulations. Coordinate and facilitate paratransit and demand services evaluations between Service Development and Operations.
- Perform grant research, prepare and submit applications, monitor compliance with grant specifications and conditions.
- Review approved transit service plans, evaluate and design new and existing bus routes. Evaluate customer, Board member and public requests for service changes and new service requests.
- Ensure that monthly ridership is tracked and recorded on all routes as well as total annual ridership for monthly reporting, analyze ridership information reported by each driver on their daily route tally sheet and/or through ITS data.
- Facilitate Tribal subcommittee meetings and act as Tribal liaison. 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.
- 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;
- Perform tasks associated with Federal and State reporting requirements which include (but not limited to) NTD and Rural Transit Data reports, DBE reporting to the State, grant/funding progress reports, etc.
- Coordinate with Operations Department and Public Information Office to develop plans to promote new routes and major changes that offer the greatest opportunity for increased ridership.
- Conduct special projects, perform analyses and develop plans as requested by Executive Director; prepare Board reports and other reports; utilize AVL/CAD software to generate, analyze and prepare management assessments as needed; act as DBE liaison.
- Supervise staff to include prioritizing and assigning work; provide daily direction and oversight; conducting performance evaluations; ensuring employees follow policies and procedures; and making hiring, termination, and disciplinary recommendations.



## IDEAL CANDIDATE

**Experienced and hands-on leader to analyze, evaluate, plan, and coordinate overall transit services, grant and funding acquisition and project management for the NCRTD. The next Transit Planning, Projects & Grants Manager shall have considerable knowledge in following:**

- Transit service planning
- Manual and automated schedule making, run cutting techniques and rostering
- Methods and techniques of researching and interpreting data and information
- Transit planning and transit scheduling including transit demand modeling
- Multi-modal networks and alternative transit modes
- Principles and practices of public transit systems and planning
- Federal and state funding sources related to transit
- Statistical methods and proficiency with related software
- Knowledge of socioeconomic data collection and analysis methods
- Forecasting and modeling processes
- GIS software and mapping methods and practices including buffering, spatial joining and geo-processing

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## COMPENSATION AND BENEFITS

**NCRTD offers a competitive hiring range of \$67,944 - \$81,523; placement within this range is dependent upon qualifications.** NCRTD participates in the Public Employees Retirement Association of New Mexico. The District provides excellent leave and insurance benefits, a flex work schedule and relocation expenses.

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## 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 transit Planning or related operational/administrative experience; two (2) years of supervisory experience, preferred. The position requires considerable knowledge of transit service planning.

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## APPLICATION PROCESS

This position will remain open until filled, however first review of applicants will take place on January 31, 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://executivesearch.cpshr.us/JobDetail?ID=564>

**Kylie Wilson**  
**CPS HR Consulting**  
**Email: [kwilson@cpshr.us](mailto:kwilson@cpshr.us)**  
**Website: [www.cpshr.us](http://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.*