



PASCO COUNTY
Human Resources Department
7536 State Street
New Port Richey, FL 34654
(727) 847-8103

<http://www.pascocountyfl.net>

**INVITES APPLICATIONS FOR THE POSITION OF:
Transportation Capital Manager**

An Equal Opportunity Employer

SALARY

\$78,925.00 - \$128,253.00 Annually

POSTING DATE: 10/01/21

CLOSING DATE: 11/11/21

GENERAL DESCRIPTION

Salary Disclosure:

Starting Salary: \$78,925.00

Pay Grade: M48

Current Pasco County Employees: Please refer to the Personnel Policy and Procedure Manual for starting salary information.

Department: Engineering Services

Location: New Port Richey

General Description: Highly responsible, professional, managerial, and technical work in developing and administering a cohesive and comprehensive Transportation Capital Plan. Facilitates and implements intergovernmental, interagency, and interdepartmental partnerships with stakeholders to develop project cost-sharing initiatives. Coordinates and implements financial strategies aligned with the Transportation Capital Plan, available resources and priorities. Assists in the successful delivery and execution of the Capital Plan. Coordinates and develops the Department's Business Plan and departmental goal attainment. Assists the County Engineer/Engineering Services Director in the execution of the County's Strategic Plan and Department's Key Performance Indicators (KPI's). Manages and coordinates public outreach and communication initiatives with the Public Communications Coordinator. Supervises administrative and support personnel.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES: All employees will be required to work before, during, or after an emergency. During an emergency, employee may temporarily be assigned to work and perform duties outside the normal scope of their position, location, and work schedule to fit the needs of the County and its citizens.

ESSENTIAL JOB FUNCTIONS

- Develops and directs delivery of the annual Transportation Capital Plan (both the Five-Year Work Program and the Ten-Year Plan) in accordance with the County's Strategic Plan, Metropolitan Planning Organization (MPO) Long-Range Transportation Plan, safety and operational needs, resources, and project priorities.
- Researches and facilitates funding opportunities, coordinates, and implements financial and program strategies; performs ranking and prioritization of capital projects and develops tools

for program implementation.

- Identifies, develops, and manages grant proposals; and negotiates and executes agreements with Florida Department of Transportation (FDOT), municipalities and local governments.
- Liaison between the County and FDOT, and other stakeholders for grant development, transportation coordination, and reporting.
- Develop the Departments Business Plan and project summaries for the Capital Plan, prepares reports and presentations, tracks performance metrics and prepares the Operating Budget for Engineering Services Administration.
- Assists the County Engineer/Engineering Services Director in the planning, organizing, and directing of activities in the Engineering Services Department necessary to execute the County's Strategic Plan, Department's Business Plan and Departmental goals.
- Provides recommendations and assistance in implementing policies and regulations relating to the department's services.
- Reviews work products and guiding documents utilized in the administration of the transportation capital plan to include: MPO Long-Range Transportation Plan, Transportation Improvement Program, Developer Agreements and Ordinances.
- Coordinates with the Public Communications Coordinator in the development of public communication outreach, and educational programs and materials that interface with multiple media platforms.
- Assists in the collection, analysis, and identification of information for use in internal and external meetings and addresses public inquiries.
- Represents Engineering Services at interdepartmental and intergovernmental meetings, and public meetings/workshops.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the transportation field, strategic planning and public administration required.
- Excellent writing skills, strong public speaking skills, ability to establish and maintain effective working relations with consultants, citizens, employees, and government officials as well as ability to foster intergovernmental and interagency partnerships.
- Ability to analyze complex and diverse issues in the development and delivery of multiple projects in the Transportation Capital Plan.
- Ability to prioritize multiple tasks and competing demands to optimize use of staff and other resources.
- Skilled in negotiations, policy implementation, project management, interpersonal relationships, and handling of difficult situations.
- Ability to present clear and concise reports, orally and in writing.
- Ability to coordinate and collaborate with the MPO for funding opportunities resulting in the successful outcome of the Transportation Capital Plan.
- Ability to direct the work of consultants, and communications and administrative personnel.
- Knowledge of contracts, formal agreements, grants administration and project management.
- Ability to read and interpret the Comprehensive Plan, Long-Range Transportation Plan, Ordinances, complex studies, engineering reports and plans.
- Strategic Planning, Transportation, Project Management and Public Administration experience preferred.
- American Institute of Certified Planners certification preferred.

MINIMUM REQUIREMENTS

PHYSICAL SKILLS: Ability to communicate effectively using verbal, written, and visual communication. Writing sample is required with application.

EDUCATION, TRAINING & EXPERIENCE: Graduation from an accredited college or university with a Master's Degree in Planning, Public Administration, Business Administration, or related field. Ten (10) years of progressively responsible experience in transportation, project management and public communications.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Must possess a valid driver's license.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

DRUG-FREE WORKPLACE: Pasco County Board of County Commissioners (BCC) is a drug-free workplace in accordance with Federal and Florida law.

VETERANS' PREFERENCE: Under Section 295.07, F.S., Chapter 55A-7, Pasco County BCC provides to Veterans, that preference in appointment will be given to preference-eligible applicants.

PASCO COUNTY WAS VOTED ONE OF THE NATION'S TOP WORK PLACES FOR 2021



APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.pascocountyfl.net>
 OR FILED ELECTRONICALLY AT
 7536 State Street,
 New Port Richey, FL 34654

EXAM #2021-568
 TRANSPORTATION CAPITAL MANAGER
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Transportation Capital Manager Supplemental Questionnaire

1. I am aware that the following supplemental questions will determine my eligibility for this position.
 - Acknowledge
 - Decline
- * 2. Do you have a Master's Degree in Planning, Public Administration, Business Administration or a related field?
 - No
 - Yes
- * 3. Which best describes the years of progressively responsible experience in transportation, project management and public communications?
 - Less than one year of experience
 - One year but less than two
 - Two years but less than three
 - Three years but less than four
 - Four years but less than five
 - Five years but less than six
 - Six years but less than seven
 - Seven years but less than eight
 - Eight years but less than nine

- Nine years but less than ten
- Ten or more years of experience
- * 4. Do you possess a valid driver's license?
 - Yes
 - No
- * 5. Are you a veteran who served as a member of the armed forces of the United States during a period of war, defined in Title 38, U.S.C., and who was separated from such service under honorable conditions, or the surviving spouse of any such veteran? (Supporting documentation needed at time of application or next business day)
 - Yes
 - No
- * 6. I hereby acknowledge that Pasco County BOCC is a drug-free workplace in accordance with Federal and Florida law, and consent to pre-employment drug/alcohol testing, and agree to abide by the program and policy if employed by Pasco County BOCC.
 - Acknowledged
 - Declined
- * 7. Are you legally allowed to work in the United States?
 - Yes
 - No
- * 8. Have you recently retired from the Florida Retirement System (FRS) Pension Plan or Investment Plan within the last 12 months?
 - Yes
 - No
- * 9. Please specifically explain how your prior work experience and education match the qualifications for this position. (1000 characters or less)

- * 10. How did you hear about this position?
 - Friend/Family Referral
 - Magazine publication
 - Pasco County Traffic Sign
 - Pasco County Website/GovernmentJobs.com
 - LinkedIn
 - Indeed
 - Job Fair
 - Other
- * Required Question