



## **EMPLOYMENT OPPORTUNITY**

### **RIGHT OF WAY MANAGER**

**\$7,910 - \$10,678/mo**

The Riverside County Transportation Commission (RCTC/Commission), established through Assembly Bill 1246, oversees funding and coordination of all public transportation services within Riverside County. The RCTC serves as the tax authority and implementation agency for Measure A, a voter-approved ½ cent sales tax, first passed in 1988 and in 2002 was renewed by voters through 2039. The RCTC is a small office with a staffing component of 40 full-time positions that supports a governing board of 32 elected officials and 1 governor's appointee throughout Riverside County.

**Description:** Under general supervision, plans, organizes, and manages right of way and property management programs; provides technical direction to Staff Analysts; assists directors with the development, management, and implementation of county-wide transportation priorities; performs other related work as necessary.

#### **Examples of Essential Functions:**

1. Plans, organizes, and manages the right of way component of a number of major transportation programs and projects funded with Measure A, local, state, and federal sources.
2. Plans, organizes, and manages projects to promote timely use of funds and adherence to program guidelines, including federal regulations.
3. Leads and oversees work of consultant teams as part of the major transportation programs and projects.
4. Interprets and applies federal and state guidelines to ensure Commission compliance with program standards and intergovernmental funding requirements.

5. Recommends policies and procedures for implementation of the Right of Way Program. Updates the Right of Way Policies and Procedures Manual to ensure compliance with federal and state regulations.
6. Coordinates requests for proposals and ongoing project evaluations; develops program funding recommendations, prepares agenda items, communicates with recipient agencies, monitors progress, and prepares and evaluates the attainment of budget projections.
7. Attends and participates in monthly Commission, committee, joint powers, governmental, and staff meetings; provides assistance and input at various regional, state, and local public meetings in order to address transportation issues; assists the general public.
8. Develops contracts for services performed by consulting firms, public agencies, transportation providers, and leasing agents; coordinates and reviews contract billings.
9. Assigns and coordinates work of Staff Analysts in completing projects and provides technical guidance; assists staff and Directors as needed.
10. Reviews and monitors the attainment of capital improvement plans; works with programming and engineering/construction staff in planning, funding, and design right of way and construction activities.

**Education/Training/Experience:**

**Required:** Equivalent to Bachelor's degree in Business Administration, Public Administration, or a closely related field; seven or more years of professional experience in real estate appraisals, acquisitions, relocation of displaced individuals and business; utility relocation, asset/property management, program evaluation, project management, and various budgetary and administrative analyses. Experience related to public improvement projects and expertise in California Department of Transportation (Caltrans), Federal Highway Administration (FHWA) and Federal Transit Agency (FTA) processes, procedures and regulations required.

**Desirable:** Professional Certificates/Licenses in appropriate field highly desirable. Specialized coursework or training in program evaluation, project management, program marketing, budgetary planning, and cost accounting and the use of various applications programs for presentation purposes that are typically part of a Master's degree or continuing education curriculum.

**Knowledge:** Principles and methods of real estate, property management, program evaluation, project management and transportation planning; budgetary planning, forecasting and control methods; accounting methods and finance practices; quantitative and program analysis methods and techniques; report writing methods and presentation techniques; customer relations techniques; computer hardware and software including graphics, spreadsheet, word processing and Internet applications programs.

**Skills/Abilities:** Resolve conflicts/issues; negotiate contracts; manage risk; research and interpret program requirements, grant requirements, contract requirements and related standards that apply to particular analyses; write reports; conduct analyses; prepare various reports and make recommendations; analyze and solve problems; make effective oral and written presentations; plan, organize, and complete work within established deadlines; coordinate work and provide technical direction to staff; operate personal computer and standard office equipment; establish and maintain effective communications with staff, consultants, vendors, management, public and private representatives, and other parties.

**Physical Elements:** This classification works mainly in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The ability to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes, and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than 20 pounds.

**Special Requirements:** Possession of a valid Class C California driver's license and an acceptable driving record in order to attend a variety of meetings on behalf of the agency.

**To Apply:** Only those candidates meeting the job requirements and interested in applying for the position must complete a RCTC application. A RCTC application is available through the RCTC web site at [www.rctc.org](http://www.rctc.org) or by calling the RCTC office at (951) 787-7141. **A completed RCTC application must be submitted with a resume.** Completed applications can be submitted to the Riverside County Transportation Commission, Attn: Human Resources, PO Box 12008, Riverside, CA, 92502-2208; hand delivered to 4080 Lemon Street, 3<sup>rd</sup> Floor, Riverside; or faxed to (951) 787-7906.

Benefits \*

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CalPERS Retirement System<sup>1</sup> 2.7% @ 55  
Health, Dental and Vision Insurance  
401(a) Money Purchase Plan  
457 Deferred Compensation  
Life Insurance

Short and Long-Term Disability  
Vacation  
Accrual of 12 Days Sick Leave/Year  
12 Holidays/Year  
Tuition Reimbursement Program

\*There are limits to the benefits listed above. For additional information, check with Human Resources.

<sup>1</sup> Employees contribute 1% of salary towards 2.7% @ 55 CalPERS retirement formula.

AN EQUAL OPPORTUNITY EMPLOYER  
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